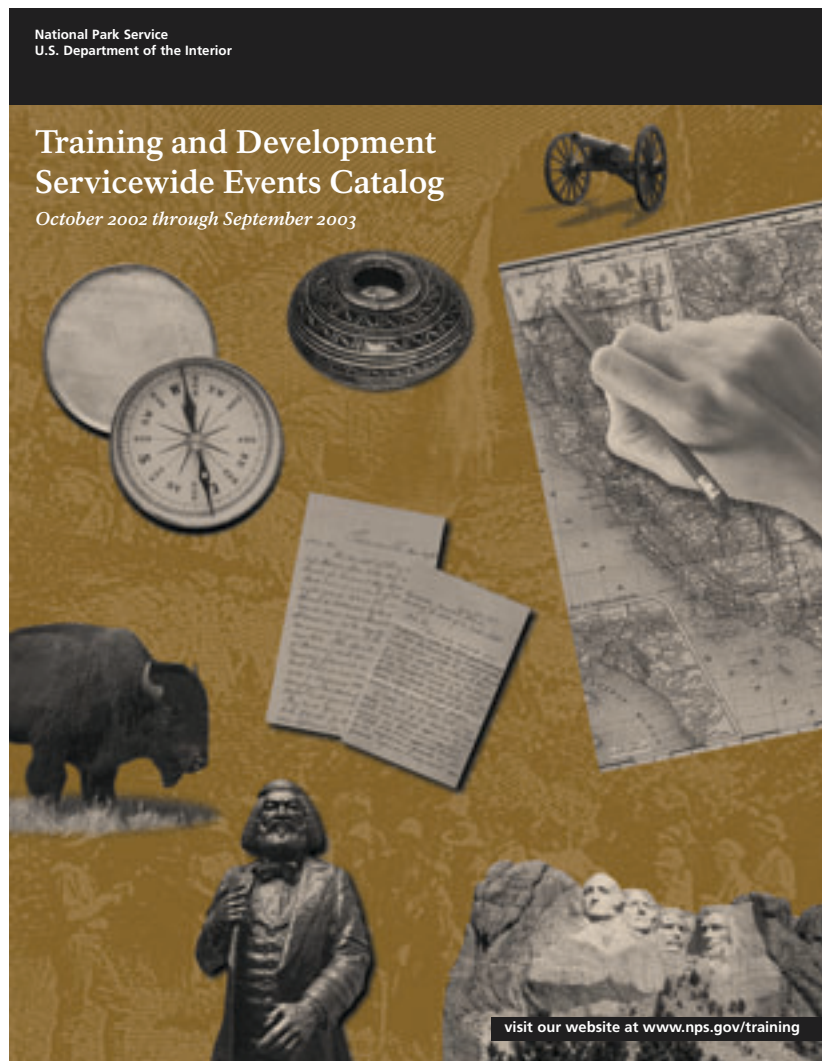


# Training and Development Servicewide Events Catalog

*October 2002 through September 2003*



## **NATIONAL PARK SERVICE TRAINING AND DEVELOPMENT MISSION**

The NPS is committed to individual and organizational effectiveness in order to accomplish its strategic goals.

Training and development is a catalyst for the NPS to engage in continuous learning, professional growth, and organizational effectiveness.

The professional Training and Development Community focuses on working with agency leaders to predict and develop strategies/approaches that contribute to a workforce capable of accomplishing NPS strategic goals.



**EXPERIENCE YOUR AMERICA**

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April 26, 2002

Dear NPS Colleague,

I am extremely pleased to announce the availability of the National Park Service Training & Development Servicewide Events Catalog for Fiscal Year 2003. This catalog is available to assist your supervisor and you to develop your new individual development plan for FY 2003. To view or download this year's catalog, visit **The Learning Place Website** ([www.nps.gov/training](http://www.nps.gov/training)). Training & Development announcements are updated there daily, as well as the latest T&D information.



A lot has happened within the Training & Development Community since I wrote to you in last year's catalog. Below are some highlights from my perspective:

- Servicewide Training & Development Leader **Ed Carlin** ended a sterling career after nearly 40 years of Federal service. Congratulations, Ed! And thanks for a job well done.
- A new Chief of Training & Development inherits Ed's reins this summer—**Martha Aikens**, currently Superintendent at Independence NHP, reports to Washington to join in the Training & Development Community's efforts to make its programs as good as they can possibly be. Martha brings with her a steadfast commitment to the employees of the Service. As an indicator of the importance of this position to the future of the National Park Service, the Chief of Training & Development has been elevated to an SES position. Martha is quite familiar with the T&D program, having once served as Superintendent of Mather Training Center. Welcome back, Martha!
- For the past year, a small group of T&D leaders have worked with consultants to transform the NPS Training & Development Program to meet the needs of the organization for the 21st Century. The T&D Community will meet in May in Georgia to react to and refine its recommendations so that implementation of its plan can begin this summer. The new organization will evolve around four newly defined **Core Business Practices** for the NPS Training & Development Program. They are:
  - Connect with Customers
  - Provide Learning Opportunities
  - Improve Organization Effectiveness
  - Integrate Training & Development, Human Resources, and Equal Opportunity Processes

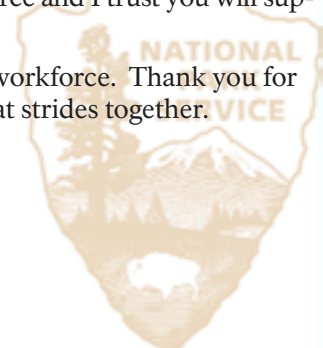
Stay tuned as the T&D Community changes to meet customer needs more effectively and efficiently.

- I am remiss if I do not brag a bit about the good things currently accomplished by the **Servicewide T&D Program**. In FY 2001, the equivalent of 79% of the NPS permanent workforce participated in our activities. That translates into nearly 500 different NPS T&D events with participation of over 13,000 NPS employees, more than we have ever reached in a year. Why so much more involvement by our workforce? In a word, Technology Enhanced Learning (TEL). Satellite and computer-based learning opportunities greatly enhance our ability to reach employees on site. Expect more of this.
- I am downright ecstatic that Congress approved a base boost of \$3.5 million to fund the new **NPS Fundamentals Program**. NPS Fundamentals is a mixture of TEL and classroom learning experiences that guide all employees in their understanding and commitment to the ideals and operation of the National Park System and Service. At full steam next Fiscal Year, Fundamentals will deliver a comprehensive two-year set of experiences to all new permanent employees, and will reach out to current employees to renew, update, and enhance their agency involvement. This is a major commitment to the NPS workforce and I trust you will support this program as it progresses.

It is my distinct privilege to contribute my small part to the development of the NPS workforce. Thank you for supporting the program through your involvement. I expect to continue to make great strides together.

*Sue E. Masica*

Sue Masica  
Associate Director, Administration





June 4, 2002

Dear NPS Colleague,

I am delighted to return to the Servicewide Training & Development Program, following luminaries—Ed Carlin, Gil Lusk, Flip Hagood, Clem Penner and Tom Thomas. I am humbled by the same goal that inspired them – to provide the best Training & Development Program possible for the NPS workforce. As Superintendent at Independence NHP, I know a well trained and motivated workforce is vital in carrying out the NPS Mission.



Director, Fran Mainella and Associate Director for Administration, Sue Masica have asked me to direct a program that literally touches every employee in the NPS. The Servicewide Training & Development Program (T&D) has made great strides since my days as Superintendent at Mather Training Center. I pledge to keep the momentum going and to foster a program that is robust but flexible enough to meet the ever-changing needs of our organization and workforce.

I inherit a plan to transform T&D that has been in the making over a year. A week ago, I attended my first T&D meeting with a group of about eighty employees and partners who have been active in putting this plan together. A new T&D organization will materialize over the next six months. It will focus on the four Core Business Practices for T&D listed in Sue Masica's letter.

To connect with customers, a new Customer Relations Unit for T&D will be established. It will work across NPS organizational levels to engage in continual inquiry with our clients to anticipate future organizational needs. It will communicate information about our products and services throughout the NPS and beyond.

Another new function, an Organizational Development & Effectiveness Unit, will be organized to create and communicate a strategic direction that is congruent with the Service's strategic vision. It will effect organizational change, develop networks and alliances to collaborate across boundaries, and establish, monitor, and evaluate processes to measure outcomes.

A current function of our program, the Learning Opportunities Delivery Unit, will continue as always. It is the unit that provides learning and developmental programs for the NPS workforce using a variety of delivery methods from a system of training sites. Expect some changes in how Career Fields and core curricula are grouped and organized, and expect more technology-based delivery of learning opportunities, such as TEL transmissions, NPS Intranet training, and partner-produced programs over the Internet.

I will be working with my counterparts in Human Resources and Equal Opportunity to integrate mutual work processes throughout the Service. Integrating T&D, Human Resources, and Equal Opportunity Processes is very important in eliminating redundancies and supporting each other's efforts.

Finally, a Training & Development Advisory Council comprised primarily of customers from all levels of the organization will provide invaluable perspective and advice to fulfill our Core Business Practices. This is yet another way of insuring we are aligned with the agency's strategic goals, close to our customers and on pace with our peers.

As this transformation unfolds, please bear with us. More change than normal in the delivery of our programs may occur. Therefore, we are posting this year's complete catalog on The Learning Place Website knowing that aspects of the program forecast now will need updating and new detail in the months ahead. Please visit The Learning Place, review the catalog and download and print relevant portions as you prepare to develop your individual development plan with your supervisor. Check the website frequently for updates and new programs. I need your help, support and patience to make an already excellent program even better.

Martha B. Aikens, Chief  
National Park Service Training & Development Program



## TRAINING CENTERS

**HORACE M. ALBRIGHT  
TRAINING CENTER**

Doug Hicks, Acting Superintendent  
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Grand Canyon, AZ 86023  
Phone: (928) 638-7989  
Fax: (928) 638-2953  
[www.nps.gov/training/hoal.htm](http://www.nps.gov/training/hoal.htm)

Located on the South Rim of the Grand Canyon, the Albright Training Center provides outstanding resources, context, and stimulus for personal and professional growth of the NPS workforce.

During 2003, Albright will celebrate its 40th anniversary with a renewed mission and a rebirth of its campus facilities. Training experiences will focus on the five-part NPS fundamentals program. The courses are: "Who we are;" "Why we're here;" "Taking charge of your future;" and "Working together." The Fundamentals program is designed to create a workforce committed to the NPS mission and core values of shared stewardship, excellence, integrity, tradition and respect. Training sessions for both new and experienced employees will combine Web, classroom, and new technologies that incorporate important principals of adult learning.

Major rehabilitation is also scheduled this year for both the training facility and dormitories. This will be the first comprehensive upgrade since original construction in 1963. Additional office and training space will be added to the training center and an additional 26 housing units added at the dormitories. The apartment concept will change to individual rooms with kitchenettes and upgraded amenities. Classes will continue throughout construction.

Training experiences at Albright are designed to inspire individuals to seek challenges and make positive contributions while reinforcing a desire for life-long learning. The Albright Training Center team looks forward to meeting you or renewing an old friendship during 2003.

**CAPITAL TRAINING CENTER**

Sam Fontaine, Superintendent  
1849 C Street, NW, Room 7512  
Washington, DC 20240  
Phone: (202) 501-8904  
Fax: (202) 501-8902  
[www.nps.gov/training/capctr.htm](http://www.nps.gov/training/capctr.htm)

The Capital Training Center is currently located in the 7500 Corridor of the Main Interior Building, Washington, D.C. The Training Manager positions that are in the Capital Training Center are Planning, Design, and Construction; Recreation and Conservation Program; Information Management; Specialty Field; and Organizational Development. There are two Training Officers in the Center. One serves the Washington Office and one serves the National Capital Region.

The coordination of NPS Servicewide developmental programs with the Department of the Interior and the USDA's Graduate School are managed at this center. These programs consist of the Albright-Wirth Grant Program; Team Leadership Program; Executive Potential Program; Executive Leadership for Middle Level Employees; New Leader Program, and the Aspiring Leader Program.

Through the efforts of our staff, the Capital Training Center was able to provide learning opportunities for several thousand employees through conventional and alternative delivery methods. Faced with global competition and a rapidly changing business environment, the Capital Training Center offers the opportunity to effect immediate and dramatic performance improvements and make quantum leaps in productivity through the enabling power of modern technology and well designed training opportunities.

**NPS/FEDERAL LAW ENFORCEMENT  
TRAINING CENTER**

Paul Henry, Superintendent  
Bldg. 64, Room 213  
Glynco, GA 31524  
Phone: (912) 267-2795  
Fax: (912) 267-3188  
[www.nps.gov/waso/fletc.htm](http://www.nps.gov/waso/fletc.htm)

The Federal Law Enforcement Training Center trains the new recruits and seasoned veterans of more than 70 Federal Law Enforcement Agencies. These participating agencies working with the professional trainers and support staff of the U.S. Department of the Treasury compose - in the largest sense - the center. Its courses and facilities are also open to state and local Law Enforcement Agencies. The Center teaches the full range of Law Enforcement skills, from taking fingerprints to tracking financial transactions, from riding patrol to protecting VIPs, from searching a crime scene to securing a building, from basic to advanced skills. Both by intent and in effect, FLETc is the National University of Law Enforcement.

The NPS/LETc FLETc has been involved with numerous projects and initiatives this past year. The IACP Report on Policing the National Parks 21st Century Requirements and Women in Law Enforcement were both supported by the FLETc. The Integrated Basic Training Program and the Field Training and Evaluation Program are both high profile initiatives that are currently being developed.



## HISTORIC PRESERVATION TRAINING CENTER

Tom McGrath, Superintendent  
4801 A Urbana Pike  
Frederick, MD 21704  
Phone: (301)663-8206  
Fax: (301)663-8032  
[www.nps.gov/training/HPTC/HPTC.html](http://www.nps.gov/training/HPTC/HPTC.html)

The Historic Preservation Training Center (HPTC) is dedicated to the preservation and maintenance of historic structures of the National Park Service and its partners by demonstrating outstanding leadership in preservation trade skill development and education. The HPTC, formerly known as the Williamsport Preservation Training Center, was established in 1977 and we are celebrating the 25th Anniversary of our creation this year.

The Headquarters for the HPTC is located within Monocacy National Battlefield at the historic Gambrill House. The HPTC Shop and Training Facility is nearby in a historic cannery building located in downtown Frederick, Maryland. Information about the Center's preservation services, training classes, the Preservation And Skill Training (PAST) program, our FY2001 Annual Report, and the three year Exhibit Specialist training program we offer can be found at the HPTC Website: <http://www.nps.gov/training/HPTC/HPTC.html>.

In recognition of our twenty-five years of service to the NPS, we have developed a large selection of 2002-2003 HPTC training events designed to mesh with our preservation project work. HPTC preservation project work offers a multitude of structured developmental training opportunities for building skill and trade competencies. One extremely popular program we offer for "hands-on" training is the Preservation Work Assignment (PWA). A PWA participant is encouraged to create an individual developmental learning opportunity at our work sites that enhance their trade knowledge and skill.

Over the next two years, our Center plans to offer a variety of one or two-day technical training workshops and Safety training classes that have broad appeal to all maintenance employees. Attendance at these workshops is available on a tuition basis to partner and NPS employees. Some of our events may not be listed in this Catalog. To get the very latest schedule of upcoming HPTC training and education offerings, contact the NPS Training Manager for Historic Skills and Crafts, Dorothy Printup, at 301-663-8206 Ext. 101.



## STEPHEN T. MATHER TRAINING CENTER

Michael D. Watson, Superintendent  
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Harpers Ferry, WV 25425  
Phone: (304) 535-6215  
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[www.nps.gov/training/stma.htm](http://www.nps.gov/training/stma.htm)

The National Park Service established Stephen T. Mather Training Center in 1964 as its eastern cornerstone facility for the training and development of Service employees. Mather Training Center, named for the first NPS Director, resides within the boundaries of Harpers Ferry National Historical Park. It occupies the historic campus and structures on Camp Hill that once housed Storer College, one of America's first sites where African-American students pursued their education (1867-1955).

Mather Training Center manages four Servicewide Curricula: Administration & Office Management Support; Cultural Resources Stewardship; Interpretation, Education, & Cooperating Associations; and Visitor Use Management. The Center coordinates three special programs: the Servicewide Entry-Level Intake Trainee Program; the National Park Service/National Conservation Training Center Partnership; and the Technology Enhanced Learning (TEL) Program.

NPS employees come to Harpers Ferry to improve their skills in dealing with park resources, visitors, employees, and programs. They participate at their park and office settings through Servicewide training programs using Mather's computer-based programs and training teams. They measure their progress in competency achievement through Mather's peer review programs. In Fiscal Year 2001, Mather Training Center coordinated 125 Servicewide Training & Development events, serving 5,775 Service employees.

The tradition of personal growth and development that began a century and a half ago on Camp Hill at Storer College continues to flourish today at the Stephen T. Mather Training Center for employees of the National Park Service.



The Crystal Owl Awards for Training & Development Excellence recognized outstanding contributions to the National Park Service Training & Development Program In FY 2001.

Eight individuals received the Crystal Owl Award in FY 2001. Each made a long-term major impact in the training and development of employees across the National Park Service.

Two teams of employees received the Crystal Owl Team Award. Each team completed and implemented a key project that clearly impacted the training and development of NPS employees.

And one NPS partner received the first Crystal Owl Partnership Award, a newly established component of the Crystal Owl Awards Program. NPS Partners working in conjunction with the NPS Training & Development Program that complete and implement projects that clearly impact the training and development of NPS employees in a major, positive manner, are eligible to receive this award.

A premium crystal blank from the Fenton Glass Company in Williamstown, West Virginia, depicting an individual owl, teams of owls, or partner owls was presented to each person. Owls were chosen to symbolize these awards due to their association with wisdom.

A Crystal Owl Awards Honor Roll is maintained on the NPS Learning Place Website. Information about the nomination process is also posted there. The Servicewide Training & Development Community is truly grateful to the individuals, teams, and partners for the work they performed to receive these awards. The Crystal Owl Awards Honor Roll for FY 2001 follows.



second from right: Robert Sutton, Superintendent, Manassas National Battlefield

DATE	NAME	AWARD TYPE	LOCATION
Nov, 2000	PHIL HECKMAN	Team	Bryce Canyon National Park
	JULIE NAGLE	Team	Pacific Great Basin Support Office
	AMY ROBERTSON	Team	Redwood National & State Parks
	MARTY SUTHERLAND	Team	Midwest Region
	PEGGY WOODWARD	Team	Stephen T. Mather Training Center
	SUE ZURYBIDA	Team	Northeast Region

*"This instructor team has delivered six offerings of the course, 'Fundamentals Principles of Administration.' This group conducted training for over 175 administrative employees Servicewide. The evaluations for each of the courses consistently were outstanding with many comments from participants that this was the best training they had ever received. Their knowledge, dedication, energy, and commitment have shown through in each course they have conducted."*

Nov, 2000	ROBERT K. SUTTON, Ph.D.	Individual	Manassas National Battlefield Park
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*"This nomination...is based on significant contributions recently conceived, planned, and implemented by Dr. Sutton. It began...with a symposium called 'Rally On the High Ground: National Park Service Symposium on Strengthening Interpretation of the Civil War Era'...and ended with training called 'Institute on Interpretive Program Development for Civil War Battlefields' for front-line Civil War site interpreters. Interpreters who participated in these seminars were challenged to broaden their own programs to include more than just tactical movements and Civil War leaders. Future visitors to Civil War sites will benefit from the expanded interpretive programs. They will begin to include how and why the war began, the social and economic context-slavery, industrialization, the demographics of war, and the relationship to western history."*

Jan, 2001	LORAN FRASER	Individual	Office of Policy, National Park Service
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*"Mr. Fraser's support of the training and employee development program has consisted of significant accumulative contributions and has been of major positive impact for employees throughout the Service. He is quick to realize the tremendous training opportunities afforded his staff as well as the great need throughout the Service for Policy Training. He now is assuring that critical training in Policy is being provided in the newly instituted NPS Fundamentals Course. Mr. Fraser was a key contributor to the Natural Resource Challenge and its training and employee developmental objectives. He fully understands the significance of a learning organization particularly in his key role in working with the Directorate"*



DATE	NAME	AWARD TYPE	LOCATION
Mar, 2001	EDWARD D. CARLIN	Individual	NPS Training & Development
<p><i>“In his five years as Leader of the NPS Training &amp; Development Program, Ed Carlin has made significant contributions...that will have lasting importance to the Service and its employees. As an active member of the workgroup that designed the NPS Employee Training &amp; Development Strategy in 1994-1995, Carlin created an Administration Training Manager position description which served as the model for all NPS Training Manager positions. He has overseen implementation of the Strategy and provided leadership to set far-reaching programs into action including: doubling the size of and funding for the Servicewide Intake Trainee Program; establishment of the Mid-Level Development Program; initiation of a Technology Enhanced Learning program; publishing an annual NPS Training &amp; Development Events Catalog, and offering over 1,770 training events for 40,000+ NPS employees.”</i></p>			
Mar, 2001	JAMES M. RIDENOUR	Individual	Eppley Institute for Parks & Public Lands Indiana University
Mar, 2001	EPPLEY INSTITUTE FOR PARKS & PUBLIC LANDS	Partnership	Indiana University
<p><i>“After completing his Directorship of the National Park Service (1989-1993), James M. Ridenour returned to his home state of Indiana and established the Eppley Institute for Parks &amp; Public Lands in The School of Health, Physical Education, &amp; Recreation under the Department of Recreation &amp; Park Administration at Indiana University. The mission of the Eppley Institute is “to encourage quality recreation and educational experiences for people while providing for the protection of natural and cultural resources.”</i></p> <p><i>In September, 1995, Ridenour and the Eppley Institute presented a proposal to the NPS Training &amp; Development Community entitled A Partnership...Indiana University and the National Park Service. Then in March, 1997, through the Eppley Institute, Ridenour sponsored a major weeklong “Training &amp; Technology” Seminar for the National Park Service Training &amp; Development Community on the Indiana University Campus in Bloomington. Over fifty NPS training and development personnel attended and were introduced to a whole series of topics involving technology and long distance learning. Out of that meeting, a partnership grew between the Eppley Institute and various NPS training programs.</i></p> <p><i>Both the Eppley Institute and Jim Ridenour have been instrumental over the past six years in making these great strides that benefit the National Park System, the resources entrusted to the NPS, the publics who visit National Parks, and NPS employees.”</i></p>			
Mar, 2001	THOMAS L. DAVIES	Individual	Philadelphia Support Office
<p><i>“Since Tom Davies began his position as Philadelphia Support Office interpretive specialist, he has continuously and consistently worked toward teacher field personnel how to upgrade their interpretive media products. He has taught workshops on writing, desktop publishing, and design for many years...Tom took great initiative in helping parks to implement the NPS website policy in the field. He devised and instructed courses to teach individuals how to use software to design expanded web pages. From 1996 through 2000, Tom taught seventeen separate web design courses with about 160 participants in the Northeast Region...the relationship between participant and teacher does not end when the course is over. His personal initiative and consistent effort in teaching website design is unrivaled in the Service.”</i></p>			
May, 2001	J. T. REYNOLDS	Individual	Grand Canyon National Park
<p><i>“Mr. Reynolds' work in the training and employee development program has consisted of significant accumulative contribution and has been of major positive impact for employees Servicewide. His first experience as an instructor at the Horace M. Albright Training Center came early in his career. Later, he returned to further serve as an instructor sharing his knowledge with employees in all career fields. Most recently, as Deputy Superintendent of Grand Canyon National Park, he realized the tremendous training opportunities afforded his staff through the Albright Training Center. He not only encouraged staff participation in courses being offered at the training center, he also fully utilized the center by supporting the development of a number of courses and workshops for Grand Canyon staff. Mr. Reynolds' overall involvement in and support of the training community, his dedication and desire to make available the very best of training to every employee throughout the Service, warrants his this special award.”</i></p>			

DATE	NAME	AWARD TYPE	LOCATION
Mar, 2001	DOUGLAS HICKS	Individual	Historic Preservation Training Center
<p><i>“Douglas Hicks is nominated for an individual Crystal Owl Award based upon his continual support and contributions to the training mission of the NPS and particularly for his support of the Historic Preservation Training Center. He is one of the core instructors at the PAST training workshops, including serving on the Trainee Certification Panel. Doug's unique ability to take a complicated technical subject and break it down into easier to understand terms has provided the foundation of learning that has benefited hundreds of NPS maintenance employees.”</i></p>			
Aug, 2001	Dr. “BERT” PHILLIPS	Individual	NPS Training & Development
<p><i>“Dr. Phillips has been most instrumental with helping the training community to organize themselves and served on the task force that helped evolve the current training strategy. He worked with and provided workshops for members of the training community and members of the service that are in some way involved with organization activities. Dr. Phillips has also been an advisor and consultant on a personal basis to key individuals of the Service outside the training community. His efforts with all parties have always been focused on making the National Park Service a model agency for how the organization interacts with its employees and how the structure of the organization affects the culture of the Service”</i></p>			
Sep, 2001	JANET KACKSTETTER LeANN CAUTHEN TRISH KICKLIGHTER DONNA METTLER MARTY SUTHERLAND JoANN UNRUH MIMI WOODWARD	Team Team Team Team Team Team Team	Lake Roosevelt NRA Cape Hatteras National Seashore Shenandoah National Park Mt. Rainier National Park Midwest Regional Office Capitol Reef National Park George Washington Birthplace NM

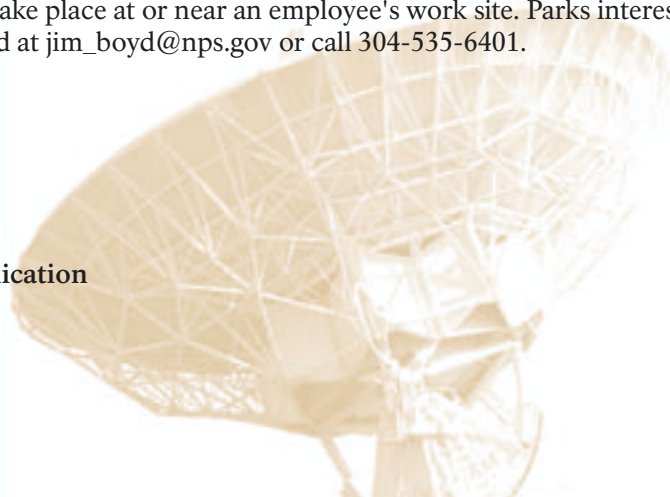
*“Introduction to Park Program Management is the longest running course in the history of the NPS. It started as a maintenance-based budgeting course and quickly grew to encompass all disciplines in the organization. Fiscal Year 2001 saw the 32nd year of providing this critical training to NPS employees. The Regional Lead Instructors conducted 37 IPPM classes from 1999-2001. They trained over 900 employees in effective budget and programming processes. Each Regional Lead Instructor is responsible for scheduling, setting up training site locations and making logistical arrangements, selection of participants and contracting the instructor teams in each of the Regions for participation in conducting this course. The Leads meet every two years to conduct a complete curriculum review of the course content to ensure it is current and contains up-to-date information. The impact of the effectiveness of employees throughout the NPS to have a better understanding and ability to manage their budgets is positively impacted by the delivery of this training. Their outstanding work merits a Crystal Owl Team Award.”*



This distance learning equipment package allows learning to take place at or near an employee's work site. Parks interested in installing their own TEL Station should contact Jim Boyd at [jim\\_boyd@nps.gov](mailto:jim_boyd@nps.gov) or call 304-535-6401.

Learning events currently being delivered:

- Performance Management
- Resolving Performing Issues
- System for Conduct and Progressive Discipline
- Introduction to Performance and Conduct-Communication
- Covey's What Matters Most
- Recreation and Preservation Programs
- Retirement Planning
- Career Planning



**EVENT TITLE:** Administrative Competencies Fund

**TARGET AUDIENCE:** GS-1 through GS-7 Administrative and Office Management Support personnel

**DATE:** October 1, 2002 to September 1, 2003

**LOCATION:** Participant's worksite

**EVENT DESCRIPTION:** Cost-share grants available to individuals and groups to fund primarily technology enhanced learning events, obtained through the internet, or correspondence courses, local college or university courses, details and satellite or video training. Entry and developmental level competencies defined in employee's IDP. Preference given to requests that does not include travel and per diem.

**CORE COMPETENCIES:** Budget/Fiscal/Finance; Human Resources/EO; Acquisition Management; Property/Space/Quarters/Fleet Management; Information Management; Office Management; Support Services; Administrative Support.

**FUNDING:** Servicewide Training and Development Funds

**EVENT COORDINATOR:** Jan Gauthier, Training Manager, Administration and Office Management Support, Stephen T. Mather Training Center, 304-535-6402

**EVENT TITLE:** Introduction to Park Program Management

**TARGET AUDIENCE:** Managers and first-line supervisors with budget and programming responsibilities in all disciplines.

**DATE:** Scheduled by Lead Instructor in each region

**LOCATION:** TBD—park, regional office or training center

**EVENT DESCRIPTION:** Inter-disciplinary course providing an introduction to estimating workloads and prioritizing work; developing estimates and justifications; the budget process and funding sources; understanding financial reports; project evaluation and completion reports. Preference given to new first-line supervisors and managers with limited programming and budget management training.

**CORE COMPETENCIES:** Financial Management; Budget Formulation and Execution; Project/Program Management

**FUNDING:** Tuition, benefiting account for participant's travel and per diem.

**EVENT COORDINATOR:** Janet Kackstetter, Servicewide Lead Instructor, Lake Roosevelt NRA, 509-633-9441

**EVENT TITLE:** Fundamental Principles of Administration

**TARGET AUDIENCE:** GS-5/6/7 Administrative Clerks/Technicians or personnel in other divisions at the same grade level performing three or more administrative functions

**DATE:** November 18-22, 2002, April 2003

**LOCATION:** Atlanta, GA and TBD

**EVENT DESCRIPTION:** Designed for Administrative Clerk/Technician within first two years in that position. Course focuses on entry and developmental competencies in all functional areas of administration. Taught by Servicewide Administrative Fundamentals Instructor Team.

**CORE COMPETENCIES:** Budget/Finance; Human Resources/EO; Acquisition Management; Property/Quarters; Information Management; Administrative Support

**FUNDING:** Tuition; benefiting account for participant's travel and per diem.

**EVENT COORDINATOR:** Jan Gauthier, Training Manager, Administration and Office Management Support, Stephen T. Mather Training Center, 304-535-6402

*Nomination forms for Servicewide training are submitted through your Regional Employee Development Office. When submitting more than one nomination from a park/office, please indicate priorities.*

*The Training Manager or the course coordinator will make selections and notify participants who are selected to attend a Servicewide training event. Regional Employee Development Offices will notify non-selects.*

*For additional details on Servicewide training announcements and core competencies or to access the NPS Career Planning and Tracking Kit, go to the Learning Place Website at <http://www.nps.gov/training>, or contact the Training Manager assigned to your career field.*



## ADMINISTRATION AND OFFICE MANAGEMENT SUPPORT *(continued)*

**EVENT TITLE:** Administration for First-Line Supervisors

**TARGET AUDIENCE:** First-line supervisors from all disciplines responsible for day to day supervision of employees and management of administrative functions

**DATE:** February 2003

**LOCATION:** Denver, CO

**EVENT DESCRIPTION:** Content includes appropriations law and general accounting principles, merit principles and prohibited personnel practices, classification and position management, conduct and performance issues, staffing, diversity, pay administration, politics of budgeting and allocation methods, financial planning, acquisition procedures, property management, OWCP and an ethics round-table.

**CORE COMPETENCIES:** Ethics, Budget/Fiscal/Finance; Human Resources/EO; Acquisition Management; Property

**FUNDING:** Tuition; benefiting account for participant's travel and per diem.

**EVENT COORDINATOR:** Jan Gauthier, Training Manager, Administration and Office Management Support, Stephen T. Mather Training Center, 304-535-6402.

**EVENT TITLE:** Flashpoint for the Fixed Assets Subsystem

**TARGET AUDIENCE:** Individuals with responsibility for input and update of the Fixed Assets Subsystem; regional, AOC and WASO property officers

**DATE:** TBD

**LOCATION:** U. S. Fish and Wildlife Service, National Conservation Training Center, Shepherdstown, West Virginia

**EVENT DESCRIPTION:** In response to implementation of the new property management system, Fixed Assets, in 1998, this training provides an opportunity to give hands-on computer training using the program. It is targeted for those persons who are either new to their position or have been assigned responsibility for managing this program.

**CORE COMPETENCIES:** Property Management

**FUNDING:** Servicewide Career Field Account

**EVENT COORDINATOR:** Jan Gauthier, Training Manager, Administration and Office Management Support, Stephen T. Mather Training Center, 304-535-6402

**EVENT TITLE:** Fundamentals of Financial Management

**TARGET AUDIENCE:** GS-4 through GS-9 administrative, accounting, budget and financial management personnel

**DATE:** Ongoing

**LOCATION:** Participant's worksite

**EVENT DESCRIPTION:** Computer-based training of nine modules: budget, accounts payable and receivables, cash management, travel, payroll, AFS11/CCR, FFS, year-end closing and miscellaneous reports.

**CORE COMPETENCIES:** Budget and Financial Management

**FUNDING:** \$100 tuition

**EVENT COORDINATOR:** Jan Gauthier, Training Manager, Administration and Office Management Support, Stephen T. Mather Training Center, 304-535-6402





**EVENT TITLE:** SmartPay Card Program

**TARGET AUDIENCE:** All employees requiring a SmartPay MasterCard for the purchase business or travel business line; a newly designated park or office A/OPC; Fleet Managers.

**DATE:** Ongoing

**LOCATION:** Participant's worksite

**EVENT DESCRIPTION:** Computer-based mandatory training as outlined the National Park Service Policy for use of the SmartPay card. Five modules include Introduction and General Information; Travel Business Line; Purchase Business line; A/OPC; and the Fleet program. Testing out of module assessments required prior to authorization and processing of applicant's credit card application.

**CORE COMPETENCIES:** Financial Management, Acquisition Management, Travel

**FUNDING:** Servicewide Training and Development Funds

**EVENT COORDINATOR:** Jan Gauthier, Training Manager, Administration and Office Management Support, Stephen T. Mather Training Center, 304-535-6402

**EVENT TITLE:** Contracting Officer's Representative (Construction and Design Projects) 8-Hour Refresher and 24-Hour Basic Course

**TARGET AUDIENCE:** Individuals who will be assigned COR duties in all career fields

**DATE:** Scheduled by Lead Instructors in the following regions:

**Dale Wilkerson**, Natchez Trace Parkway, Northeast, Southeast, National Capital Regions, 662-680-4009

**Henry Gause**, Lake Mead NRA, Midwest, Intermountain Regions, 702-293-8909

**Leo Guillory**, Golden Gate NRA, Pacific West, Alaska Regions, 415-561-4791

**LOCATION:** TBD - park, regional office or training center

**EVENT DESCRIPTION:** This training event will satisfy the mandatory requirement of a Certification Program for Contracting Officer's Representatives for design and construction projects. This 24 hours course will incorporate the eight-hour refresher training into the first day of the course.

The first day will serve as an eight-hour refresher course for participants needing to maintain the Contracting Officer's Representative (COR) certification. A refresher course must be completed every three years from the date of the last certification. This course will inform participants of current policies associated with contracting and contract administration. In addition, the session will focus on new contracting methods, identify areas in need of improvement, provide a review of ethics/EO issues and offer opportunities for questions and answers.

For the newly designated COR, this three-day course is mandatory. It will inform participants of current policies associated with contractor selection and aspects of A/E and contract administration from the perspective of the (COR). While the training covers COR issues governmentwide, it is tailored to NPS contracting and contract administration. In addition, the session will focus on new contracting methods, estimating and negotiation techniques, identifying areas in need of improvement, providing a review of ethics/EO issues and offering opportunities for questions and answers. The course satisfies the OMB and DOI requirements to establish a COR certification program with at least 24 hours of initial training. *(continued at top of next column)*

**CORE COMPETENCIES:** Contracting, Estimating, Negotiating, Project Management, Problem Solving.

**FUNDING:** Tuition; benefiting account for participant's travel and per diem.

**EVENT COORDINATOR:** Jan Gauthier, Training Manager, Administration and Office Management Support, Stephen T. Mather Training Center, 304-535-6402.

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## ADMINISTRATION AND OFFICE MANAGEMENT SUPPORT *(continued)*

**EVENT TITLE:** Personal Property Disposal Warrant

**TARGET AUDIENCE:** Contracting Officers, Purchasing Agents, Property Management Officers, and others responsible for disposal of government personal property

**DATE:** Ongoing

**LOCATION:** Participant's worksite

**EVENT DESCRIPTION:** Computer-based training to meet the requirements of NPS-44 Property Management Guidelines for disposal of personal property by a warranted disposal officer. Consists of: Personal Property Sales; Disposal by Negotiation/Disposal Contract Law; and Personal Property Utilization and Disposal.

**CORE COMPETENCIES:** Property Management

**FUNDING:** Servicewide Training and Development Funds

**EVENT COORDINATOR:** Jan Gauthier, Training Manager, Administration and Office Management Support, Stephen T. Mather Training Center, 304-535-6402

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## CULTURAL RESOURCES STEWARDSHIP

**EVENT TITLE:** Introduction to the National Historic Preservation Act

**TARGET AUDIENCE:** Designated Park Section 106 Coordinators, Park Chiefs of Resource Management, Facility Managers/Chiefs of Maintenance, Cultural Resources Program Managers, Integrated Resources Program Managers, and other NPS staff who have responsibilities in overseeing, advising on/or carrying out park Section 106 processes

**DATE:** January 14-16, 2003

**LOCATION:** FWS National Conservation Training Center, Shepherdstown, WV

**EVENT DESCRIPTION:** This three-day introductory (basic) course provides introductory training on compliance with Section 106 of the National Historic Preservation Act of 1966, as amended. The training focuses on the basic requirements of Section 106 and Section 110, and how they serve to protect historic properties; on how Section 106 is implemented in parks under 36 CFR Part 800 regulations issued by the Advisory Council on Historic Preservation, and the current nationwide programmatic agreement specific to the National Park Service; and on how to coordinate Section 106 review with park planning processes and operations.

**CORE COMPETENCIES:** Entry and Developmental Performance Levels: Preservation Law, Philosophy, and Practice; Preservation, Treatment, and Maintenance; and Program and Project Management

**FUNDING:** Servicewide Training and Development Funds; Benefiting Account for Participant's Travel and Per Diem

**EVENT COORDINATOR:** Tony Knapp, Training Manager, Cultural Resources Stewardship, Stephen T. Mather Training Center, 304-535-6178



**EVENT TITLE:** Cultural Resources Protection and Fire Management Planning

**TARGET AUDIENCE:** Park cultural and natural resources management staff and fire management officers; other park staff with wildfire management responsibilities; and State Historic Preservation Officers and State Tribal Historic Preservation Officers and staffs with responsibility for case review of park fire activity undertakings

**DATE:** January 13-17, 2003

**LOCATION:** Western Archaeological and Conservation Center, Tucson, Arizona

**EVENT DESCRIPTION:** This four-day interdisciplinary training course stresses evaluating fire effects on cultural resources & the cooperative rewriting of fire management plans. The course provides knowledge & skills on program development with National Environmental Protection Act (NEPA) and National Historic Preservation Act (NHPA) compliance achieved; cooperative implementation of joint actions in wildfire emergencies & in NPS fire management decisions; protection of known/suspected cultural resources before fire events; the effects of wildfire management, hazard fuel reduction projects, and fire research methods upon cultural resources; achieving fire program goals with minimal impact; & developing teams of local staff members for mutual assistance and support in emergencies.

**CORE COMPETENCIES:** Entry & Developmental Performance Levels: Professional Discipline, Preservation Law, Philosophy, and Practice; Preservation, Treatment, and Maintenance, Program and Project Management, and Writing and Communications

**FUNDING:** Servicewide Training and Development Funds and Pacific West Region FIREPRO Funds; Benefiting Account for Participants' Travel and Per Diem

**EVENT COORDINATOR:** Tony Knapp, Training Manager, Cultural Resources Stewardship, Stephen T. Mather Training Center, 304-535-6178

For a complete listing of all Fire & Aviation Management events, please refer to the NPS FIRENET Website at [www.fire.nps.gov](http://www.fire.nps.gov). There you will find training schedules and information for Wildland Fire, Structure Fire and Aviation. You may also contact Merrie Johnson, Training Manager, at 208-387-5224.

**EVENT TITLE:** Preservation Woodcrafting (two-four courses) (title may change)

**TARGET AUDIENCE:** Carpenters, Woodcrafters, and Exhibits Specialists who want to increase their trade skills

**DATE:** Summer and Fall 2003

**LOCATION:** Historic Preservation Training Center Shop, Frederick, Maryland

**EVENT DESCRIPTION:** During this workshop, participants will have the opportunity to learn how to use modern wood-working machinery and hand tools safely and proficiently, to read historic tool marks and to describe the sequence in which activities occurred to create wood elements, and to create and use historic woodworking tools such as smooth planes, match planes, bead planes, spoke-shaves, etc.

**CORE COMPETENCIES:** Preservation Skills, Trade Skills, and Shop Safety

**FUNDING:** Benefiting Account; \$ 800 Tuition

**EVENT COORDINATOR:** Dorothy Printup, Training Manager, Historic Preservation Skills and Crafts, Historic Preservation Training Center, 301-663-8206 ext. 101

**EVENT TITLE:** Preservation Gardening: The Basics of Historic Landscape Maintenance

**TARGET AUDIENCE:** NPS Maintenance employees and other Federal maintenance staffs

**DATE:** September 2003

**LOCATION:** Hampton National Historic Site, Towson, MD

**EVENT DESCRIPTION:** Park maintenance and resource management staff involved with the care and preservation of historic landscapes. The workshop is intended to reach park staffs who have direct contact and responsibility for maintaining historic landscapes. This includes laborers, gardeners, tree workers, horticulturists, and maintenance mechanics. As space allows, natural and cultural resource management specialists, landscape architects and planners from parks and central offices will be invited and encouraged to attend.

**CORE COMPETENCIES:** Full competency employees from all pertinent career fields will be encouraged to participate as training instructors.

**FUNDING:** Servicewide Career Field Account; Benefiting Account

**EVENT COORDINATOR:** Dorothy Printup, Training Manager, Historic Preservation Skills and Crafts, Historic Preservation Training Center, 301-663-8206 ext. 101





## HISTORIC PRESERVATION SKILLS AND CRAFTS *(continued)*

**EVENT TITLE:** Preservation Work Assignment Program

**TARGET AUDIENCE:** Maintenance employees, all grade levels

**DATE:** Ongoing

**LOCATION:** Historic Preservation Training Center, Frederick, Maryland and project sites

**EVENT DESCRIPTION:** The purpose of this program is to allow the maintenance employee to develop new skills and abilities in order to become a more versatile preservation worker. Working on historic preservation projects throughout the National Park System, participants will acquire basic skills and abilities in the use of tools and trade skills during closely supervised on-the-job project assignments. Participants will be assigned to projects based on their developmental goals.

**CORE COMPETENCIES:** Preservation Skills, Trade Skills, and Safety

**FUNDING:** Benefiting Account

**EVENT COORDINATOR:** Dorothy Printup, Training Manager, Historic Preservation Skills and Crafts, Historic Preservation Training Center, 301-663-8206 ext. 101

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**EVENT TITLE:** Maintaining Historic Trails: Tools and Techniques of the Trade

**TARGET AUDIENCE:** The primary audience includes maintenance staff (trail and grounds crews). Cultural resource specialists, historical landscape architects, landscape architects, and engineers would also benefit.

**DATE:** September 2003

**LOCATION:** TBD

**EVENT DESCRIPTION:** Preserving Historic Trails, held at Acadia National Park in October 2000, drew nearly one hundred participants. The conference focused on identification, documentation and treatment of historic trails. Course evaluations indicated there is a strong need for hands-on maintenance training specifically focused on techniques, methods, and skills necessary to maintain historic trail features that are critical to the historic character which are not commonly designed and constructed in the 20th and 21st centuries.

Highly crafted historic trails in national and state parks are jeopardized by high use and lack of awareness of appropriate maintenance techniques for preserving their historical features and appearance. Although several excellent guides focusing on trail maintenance exist, none offer maintenance techniques that are sensitive to preserving historic trail features such as early raised gravel turnpiking, Civilian Conservation Corps stonework, bridges, drainage systems, overlooks and other built features. This training, in essence part 2 of the Preserving Historic Trails conference, will provide park staff responsible for trails maintenance the knowledge and skills needed to preserve and maintain these important resources. The course curriculum will include but not be limited to the following: Integrating new tools and techniques to maintain historic trails and selecting appropriate rehabilitation strategies to meet the needs of high use and improved accessibility.

Case studies to highlight ongoing maintenance of highly crafted historic trails and trail systems across the country. Group discussions of long-term durability and failures of historic trail features.

*(continued in next column)*

**CORE COMPETENCIES:** This workshop will provide training for entry and developmental employees responsible for the maintenance and management of historic hiking trails and individual historic features. The workshop will provide individuals with knowledge of specialized skills and tools necessary to perform their daily maintenance activities.

**FUNDING:** Servicewide T&D funds for course costs; benefiting account for each participant's travel and per diem.

**EVENT COORDINATOR:** Dorothy Printup, Training Manager, Historic Preservation Skills and Crafts, Historic Preservation Training Center, 301-663-8206 ext. 101





**EVENT TITLE: Computer-Based Training**

Computer-based training (CBT) is a cost-effective means of delivering high quality training to National Park Service employees. The NPS Training and Development Program has selected NETg as a computer-based training provider offering hundreds of courses including official computer study guides (such as Microsoft and Netscape – including certification exams), as well as so-called "soft skills" (such as writing skills, leadership, customer service and conflict resolution), skills that enhance the knowledge of the workforce. NETg uses Internet technology to deliver this training which you and/or your employee can receive right from your own worksite, as needed.

Computer-based training licenses are available on a "first-come, first-serve" basis. The category of subjects includes: Desktop Computing, Personal Skills, Microsoft Office 97/98/2000, including MS Word, PowerPoint, Excel and Access and other word processing, spreadsheet and graphics software. In addition, there are business writing and communication courses, negotiation training, leadership, customer service, meeting presentation, EO, team building and more. Once you obtain a license, you can take as many courses as needed.

This computer-based training is delivered through the Internet. Employees will download the training modules to their personal computer at their worksite. To access the CBT server, they must have an account ID and password. An 800-telephone number and e-mail services provide user support. The following NETg website can be accessed for descriptions of courses available: <http://www.wbtrain.com>

*Contact your Career Field Training Manager or Regional Employee Development Officer for additional information.*

**EVENT TITLE: George Wright Society Conference**

**TARGET AUDIENCE:** Intake Trainees, Class 2003 and 2004

**DATES:** April 14-18, 2003

Location: San Diego, California

**EVENT DESCRIPTION:** Builds on resource management concepts gained in prior training. Auxiliary Intake sessions will address specific needs of the Classes of 2003 & 2004.

**CORE COMPETENCIES:** Resource Stewardship, Communication Skills, NPS Operations, Problem-Solving Skills

**FUNDING:** Intake Trainee Program

**EVENT COORDINATOR:** Mary Bonacorda, Intake Employee Development Specialist, Stephen T. Mather Training Center, 304-535-6216

Event Title: Conservation Study Institute

**TARGET AUDIENCE:** Intake Trainees, Class 2003

**DATES:** December 3-12, 2002

**LOCATION:** New England

**EVENT DESCRIPTION:** Conservation history, practice, and futures will be examined utilizing lecture, site visits, and Socratic learning methods. Participants will examine their own environmental ethic and its relationship to the NPS mission. Partnerships in the NPS will also be discussed with a specific proposal developed as a result of the training.

**CORE COMPETENCIES:** Fundamental Values, Resource Stewardship, Mission Comprehension, Individual Development & Planning

**FUNDING:** Intake Trainee Program

**EVENT COORDINATOR:** Mary Bonacorda, Intake Employee Development Specialist, Stephen T. Mather Training Center, 304-535-6216



*Servicewide Intake Trainees Class of 2003*

## INTAKE TRAINEE PROGRAM

(continued)

**EVENT TITLE:** NPS Fundamentals II for New Employees

**TARGET AUDIENCE:** Intake Trainees, Class 2004

**DATES:** January, 2003

**LOCATION:** Grand Canyon, Arizona

**EVENT DESCRIPTION:** Instills a personal connection between the employee and the NPS Mission. Modules address resource stewardship, interpersonal communication skills, fundamental values, personal responsibility and leadership, and NPS operations. Prerequisites -- Fundamentals I.

**CORE COMPETENCIES:** Mission Comprehension, Agency Orientation, Resource Stewardship, Fundamental Values, NPS Operations, Communication Skills, Problem-Solving Skills

**FUNDING:** Intake Trainee Program

**EVENT COORDINATOR:** Mary Bonacorda, Intake Employee Development Specialist, Stephen T. Mather Training Center, 304-535-6216

**EVENT TITLE:** Communication Skills Workshop

**TARGET AUDIENCE:** Intake Trainees, Class 2003

**DATES:** July, 2003

**LOCATION:** Lawrence, Kansas

**EVENT DESCRIPTION:** Intakes participate in a speaking and writing enhancement workshop with both pre and post-training assessments. Participants also learn about the role and function of an associated bureau within the Department of the Interior, i.e., Bureau of Indian Affairs, as well as important associated Native American issues such as the Native American Graves and Repatriation Act (NAGPRA).

**CORE COMPETENCIES:** Communications, Universal Competencies

**FUNDING:** Intake Trainee Program

**EVENT COORDINATOR:** Mary Bonacorda, Intake Employee Development Specialist, Stephen T. Mather Training Center, 304-535-6216

**EVENT TITLE:** Orientation to the Intake Trainee Program

**TARGET AUDIENCE:** Intake Trainees and Supervisors, Class 2004

**DATES:** October 21-23, 2002

**LOCATION:** Washington, D.C.

**EVENT DESCRIPTION:** Program expectations, initiation of an Individual Development Plan, and establishment of performance standards are the focus of the event.

**CORE COMPETENCIES:** Individual Development and Planning, Fundamental Values, NPS Operations, Communication Skills

**FUNDING:** Intake Trainee Program

**EVENT COORDINATOR:** Mary Bonacorda, Intake Employee Development Specialist, Stephen T. Mather Training Center, 304-535-6216

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**EVENT TITLE:** The New Leader**TARGET AUDIENCE:** Intake Trainees, Class 2004**DATES:** October 24-30, 2002**LOCATION:** Harpers Ferry, WV**EVENT DESCRIPTION:** Interactive event which explores ways of increasing personal accountability, identify values and link them to goals and objectives, develop effective customer relations, improve communication skills, and establish team-building processes. Intake Task Teams are established and promulgated.**CORE COMPETENCIES:** Fundamental Values, Communication Skills, Problem-Solving Skills**FUNDING:** Intake Trainee Program**EVENT COORDINATOR:** Mary Bonacorda, Intake Employee Development Specialist, Stephen T. Mather Training Center, 304-535-6216**EVENT TITLE:** Technology Enhanced Learning Fund**TARGET AUDIENCE:** Intake Trainees, Class 2003 & 2004**DATE:** Duration of Intake Program**LOCATION:** Distance Learning Technology**EVENT DESCRIPTION:** This incentive fund is available to Intake Trainees to facilitate use of various distance learning technologies in order to meet identified essential competencies. Learning strategies may include satellite, CD-ROM, Internet or other delivery systems. Specific guidance in applying for the fund is provided to all Intake Trainees and their supervisors at the first orientation event.**CORE COMPETENCIES:** Potentially all Universal and Career-field Competencies**FUNDING:** Intake Trainee Program**EVENT COORDINATOR:** Mary Bonacorda, Intake Employee Development Specialist, Stephen T. Mather Training Center, 304-535-6216**EVENT TITLE:** Career Field Base Fund**TARGET AUDIENCE:** Intake Trainees, Class 2003 & 2004**DATE:** Duration of Intake Program**LOCATION:** Dependent on most cost-effective location**EVENT DESCRIPTION:** Each Intake Trainee is provided a base and supplemental funding authorization in support of career-field training. Allocations are determined through the development of an Individual Development Plan. Competency assessments are used whenever possible and training methods are determined using the most cost-effective strategy.**CORE COMPETENCIES:** Each trainee's assigned career field**FUNDING:** Intake Trainee Program**EVENT COORDINATOR:** Chris Perry, Intake Program Manager, Stephen T. Mather Training Center, 304-535-6215



## INTAKE TRAINEE PROGRAM

(continued)

**EVENT TITLE:** Intake Special Applications Fund

**TARGET AUDIENCE:** Intake Trainees, Intake Class 2003 & 2004

**DATE:** Duration of Intake Program

**LOCATION:** Dependent on most cost-effective location

**EVENT DESCRIPTION:** Intake Trainees may apply to the Special Application Fund for needs in support of approved Task Team or Final Project assignments as well as special initiatives which significantly leverage Intake funds to the benefit of others. Requests which leverage benefits to the host site or a Servicewide application receive first consideration.

**CORE COMPETENCIES:** Varies

**FUNDING:** Intake Trainee Program

**EVENT COORDINATOR:** Chris Perry, Intake Program Manager, Stephen T. Mather Training Center, 304-535-6215

**EVENT TITLE:** Intake Supervisor Fund

**TARGET AUDIENCE:** Supervisors of Intake Trainees, Class 2003 & 2004

**DATE:** Duration of Intake Program

**LOCATION:** Dependent on most cost-effective location

**EVENT DESCRIPTION:** Intake supervisors are provided a stipend for developmental opportunities in support of their leadership development. This fund may also be used to assist the supervisor in developing their competencies in the same career field as the Intake that they supervise.

**CORE COMPETENCIES:** Supervision, Management, Leadership; various career fields

**FUNDING:** Intake Trainee Program

**EVENT COORDINATOR:** Chris Perry, Intake Program Manager, Stephen T. Mather Training Center, 304-535-6215

**EVENT TITLE:** Fundamentals V: Working Together/Resources Management Bridge

**TARGET AUDIENCE:** Intake Trainees, Class of 2003

**DATES:** April 7-11, 2003

**LOCATION:** San Diego, California

**EVENT DESCRIPTION:** This event builds on those insights and skills already acquired in the preceding "NPS Fundamentals" training. Trainees will increase their ability to function well within a team setting, providing leadership and being a good follower as circumstances demand. They will use effective interpersonal and problem-solving skills to resolve difficult issues within their realm of influence. They will, in effect, embody the spirit of the NPS. Subsequent to the Fundamentals V program will be a transitional session on resources management to build upon Fundamentals II as well as to better prepare participants for attendance at the George Wright Society Conference.

**CORE COMPETENCIES:** All eight Universal Competencies

**FUNDING:** Intake Trainee Program

**EVENT COORDINATOR:** Mary Bonacorda, Intake Employee Development Specialist, Stephen T. Mather Training Center, 304-535-6216

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**EVENT TITLE:** Administration for New Leaders

**TARGET AUDIENCE:** Intake Trainees, Class of 2003

**DATES:** July 9-12, 2003

**LOCATION:** Omaha, Nebraska

**EVENT DESCRIPTION:** Event topics include: Budget Formulation, Budget Execution, Acquisition Management, Human Resource Management, Property Management, Ethics, and the Role of Administration in Park Management. An introduction to the role and function of a Regional Office/System Support Office will be provided as well as adjunct sessions in support of Intake Program requirements.

**CORE COMPETENCIES:** Ethics, Budget/Fiscal/Finance, Human Resources/EO, Acquisition Management, Property

**FUNDING:** Intake Trainee Program

**EVENT COORDINATOR:** Mary Bonacorda, Intake Employee Development Specialist, Stephen T. Mather Training Center, 304-535-6216

**EVENT TITLE:** Intake Review Board Colloquium/Graduation

**TARGET AUDIENCE:** Intake Trainees, Class of 2003

**DATES:** September 8-11, 2003

**LOCATION:** Woodstock, Vermont

**EVENT DESCRIPTION:** Programmatic Final Projects presented to Intake Review Board and guests. Intake Portfolios are audited by the Board. Outplacement guidance and coaching offered to participants. Graduation ceremony occurs on last day of event.

**CORE COMPETENCIES:** Universal Competencies

**FUNDING:** Intake Trainee Program

**EVENT COORDINATOR:** Mary Bonacorda, Intake Employee Development Specialist, Stephen T. Mather Training Center, 304-535-6216

**EVENT TITLE:** Essential Competencies in Interpretation

**TARGET AUDIENCE:** Field Park Rangers, Partner Employees, others doing interpretive, education, and informational work in NPS sites.

**DATE:** Ongoing throughout fiscal year

**LOCATION:** TBD by regions and instructor teams based on needs

**EVENT DESCRIPTION:** Informal Visitor Contacts, Interpretive Talks, Illustrated Programs, Conducted Activities, Interpretive Writing, Curriculum-Based Programs, Interpretive Planning, Interpretive Media Development, Interpretive Training and Coaching, and Research and Resource Liaison

**CORE COMPETENCIES:** Entry Level, Developmental Level, Full Performance Level Competencies

**FUNDING:** TBD

**EVENT COORDINATOR:** TBD on regional or local level



## INTERPRETATION, EDUCATION, AND COOPERATING ASSOCIATIONS *(continued)*

**EVENT TITLE:** Applied Principles of Interpretation for Supervisors (title subject to change)

**TARGET AUDIENCE:** Front-line Interpretive Supervisors, Park Partners who supervise interpretation in NPS areas.

**DATE:** Ongoing throughout fiscal year

**LOCATION:** TBD by regions and instructor teams based on needs

**EVENT DESCRIPTION:** Elements of effective interpretation; how these elements affect interpretation's contribution to the NPS Mission, and how they are related to individual professional development of front-line staff.

**CORE COMPETENCIES:** Effective Interpretation, Coaching, Staff Development

**FUNDING:** TBD

**EVENT COORDINATOR:** TBD on regional or local level.

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**EVENT TITLE:** Curriculum Coordinator/Certifier Workshop

**TARGET AUDIENCE:** Field professional interpreters who will be required to demonstrate competency at a national standard after completing the workshop. Professionals from other organizations who have a demonstrated intent to emulate or assist this professional development program.

**DATE:** January 27-February 7, 2003

**LOCATION:** Stephen T. Mather Training Center, Harpers Ferry, West Virginia

**EVENT DESCRIPTION:** This workshop will enhance each participant's understanding of the standards and effective elements of interpretation as defined in the Interpretive Development Program; time will be devoted to the certification process, including recognizing critical elements of effective interpretation; articulating verbally and in writing those elements, and practicing reviews of a series of typical field products to assure consistency in application of the standards. A practicum will be required to demonstrate certification standards before becoming a certifier in this program.

**CORE COMPETENCIES:** Elements of Effective Interpretation, Personal Writing and Speaking Skills

**FUNDING:** Servicewide Career Field Account

**EVENT COORDINATOR:** Training Manager, Interpretation, Education & Cooperating Associations, Stephen T. Mather Training Center, 304-535-6215

**EVENT TITLE:** Interpretation Leadership Seminar

**TARGET AUDIENCE:** Chiefs of Interpretation; Chief Rangers responsible for interpretation; Managers of Partner Organizations responsible for interpretive services in NPS and partner sites.

**DATE:** Spring or Summer 2003

**LOCATION:** Stephen T. Mather Training Center, Harpers Ferry, West Virginia

**EVENT DESCRIPTION:** Seminar approach will address sensitive issues, multiple perspectives, professional development opportunities for staff, interpretive leadership, effective elements of interpretation, and meeting the NPS Mission through interpretation.

**CORE COMPETENCIES:** Technical Elements of Interpretive Leadership, Effective Elements of Interpretation, Multiple Perspectives

**FUNDING:** TBD

**EVENT COORDINATOR:** Corky Mayo, Chief, Interpretation WASO, 202-565-1050



**EVENT TITLE:** Developing and Implementing Comprehensive Interpretive Plans (CIP)

**TARGET AUDIENCE:** Field Interpretive Managers and Supervisors; Field Interpreters with responsibility to develop and implement CIPs at their sites.

**DATE:** Spring 2003

**LOCATION:** Stephen T. Mather Training Center, Harpers Ferry, West Virginia

**EVENT DESCRIPTION:** Workshop will introduce the three components of CIPs and provide participants with practical, hands-on activities and presentations to enable them to select the best method and strategy to develop and implement their own plans. Experts in the planning process, interpretation, funding sources, and other specialists will present sessions.

**CORE COMPETENCIES:** Interpretive Planning, Media Development, Facilitating Plan Development

**FUNDING:** Benefiting account for travel.

**EVENT COORDINATOR:** TBD

**EVENT TITLE:** National Park Service Ranger Law Enforcement Training Program

**TARGET AUDIENCE:** Mandatory for NPS Rangers (025) to be certified as a permanent, Type I, commissioned Law Enforcement Officer.

**DATE:** TBD

**LOCATION:** Federal Law Enforcement Training Center, Glynco, Georgia

**EVENT DESCRIPTION:** This intensive basic law enforcement training has been especially developed for the NPS and is designed to meet the legislated mandatory basic training requirement of Park Rangers in order to begin operating at the developmental and then progress to the journeyman level. This program also integrates an orientation/introduction to the National Park Service, which provides a grounding in NPS mission, history, tradition, vision, and the role that law enforcement plays in meeting its goals.

**CORE COMPETENCIES:** Mission and Resources, Laws and Regulations, Law Enforcement Skills, Jurisdiction and Authority

**FUNDING:** Central Training & Development Funds

**EVENT COORDINATION:** Tom Cherry, Training Manager, Law Enforcement and Resource Protection, Federal Law Enforcement Training Center, (912) 267-2795

**EVENT TITLE:** Law Enforcement for Managers

**TARGET AUDIENCE:** Superintendents and Regional Managers

**DATE:** TBD

**LOCATION:** Federal Law Enforcement Training Center, Glynco, Georgia

**EVENT DESCRIPTION:** This program is intended to familiarize field and regional managers, who have the responsibility for law enforcement operations in their area, with Federal law including environmental, natural and cultural resource protection, as well as authority and jurisdiction. In addition, participants will be provided with current information on law enforcement training civil liability and DOI and NPS policies and procedures.

This course is designated as a Special Initiative Training Program determined by the Director and Associate Director for Operations & Education.

**CORE COMPETENCIES:** Crime Vulnerability, Planning for Law Enforcement Events, Law Enforcement Role and Function, Potential Liabilities

**FUNDING:** Central Training & Development Funds

**EVENT COORDINATION:** Tom Cherry, Training Manager, Law Enforcement and Resource Protection, Federal Law Enforcement Training Center, (912) 267-2795



## LAW ENFORCEMENT AND RESOURCE PROTECTION *(continued)*

**EVENT TITLE:** Criminal Investigators Conference

**TARGET AUDIENCE:** Criminal Investigators, Special Agents, and LE Specialists

**DATE:** TBD

**LOCATION:** Federal Law Enforcement Training Center, Glynco, Georgia

**EVENT DESCRIPTION:** This program is an in-depth study of enforcement concepts and techniques. The curriculum is frequently revised to stay abreast of the changing needs of the NPS. Participants are provided the specific information and skills training necessary to equip them for actual job performance in law enforcement and investigation.

**CORE COMPETENCIES:** Advanced Investigative Techniques, Electronic Device Utilization, Computer Usage, External and Internal Regulations

**FUNDING:** Central Training & Development Funds

**EVENT COORDINATION:** Tom Cherry, Training Manager, Law Enforcement and Resource Protection, Federal Law Enforcement Training Center, 912-267-2246

**EVENT TITLE:** Basic Criminal Investigator Training

**TARGET AUDIENCE:** Those Type I Rangers designated to be 1811 Criminal Investigators or L.E. Specialist

**DATE:** TBD

**LOCATION:** Federal Law Enforcement Training Center, Glynco, Georgia

**EVENT DESCRIPTION:** This program is an in-depth study of law enforcement concepts and techniques. Participants are provided the specific information and skills training necessary to equip them for actual job performance in law enforcement and investigations.

This course is mandatory for any NPS employee designated as 1811 Criminal Investigators.

**CORE COMPETENCIES:** Interviewing, Case Work, Federal Laws, Security

**FUNDING:** Federal Law Enforcement Training Center, Glynco, Georgia

**EVENT COORDINATION:** Tom Cherry, Training Manager, Law Enforcement and Resource Protection, Federal Law Enforcement Training Center, 912-267-2246

**EVENT TITLE:** Special Operations Training

**TARGET AUDIENCE:** Type I Rangers to be assigned to Special Events Teams and those assigned high drug trafficking areas.

**DATE:** TBD

**LOCATION:** Organ Pipe Cactus National Monument, Ajo, Arizona

**EVENT DESCRIPTION:** This program is designed for personnel who are directly involved in special law enforcement operations in NPS areas. It is intended for those actually performing special enforcement field duties such as: counter-narcotics, anti-poaching operations concerning wildlife and native plants, as well as investigating ARPA/PALEO resource violations.

This course is mandatory for any NPS Ranger to be assigned to Special Events Teams.

**CORE COMPETENCIES:** Survival, Surveillance, Counter Measures, Weaponry

**FUNDING:** Central Training & Development Funds

**EVENT COORDINATION:** Tom Cherry, Training Manager, Law Enforcement and Resource Protection, Federal Law Enforcement Training Center, 912-267-2795

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**EVENT TITLE:** Defensive Tactics Instructor Training**TARGET AUDIENCE:** Type I Rangers Assigned To Instruct Defensive Tactics**DATE:** TBD**LOCATION:** Federal Law Enforcement Training Center, Glynco Georgia**EVENT DESCRIPTION:** This is an advanced program in which students are trained in the methodology of psychomotor skills development, defensive tactics, impact weapons, OC spray, and arrest techniques at the instructor level. The following areas are covered: Use-of-Force Model, Classroom Management, Warm-up and Flexibility Exercises, Injury Prevention Management, Legal Ramifications and Implications, Establishing and Maintaining Agency Specific Non-Lethal Training, Establishing an Evaluation Process.**CORE COMPETENCIES:** Basic Instructor Techniques, Classroom Management, Liability issues, Use-of-Force Model**FUNDING:** Central Training & Development Funds**EVENT COORDINATION:** Tom Cherry, Training Manager, Law Enforcement and Resource Protection, Federal Law Enforcement Training Center, 912-267-2795**EVENT TITLE:** Firearms Instructor**TARGET AUDIENCE:** Type I Rangers designated as a Firearm Instructor**DATE:** TBD**LOCATION:** Federal Law Enforcement Training Center, Glynco, Georgia**EVENT DESCRIPTION:** This program provides a specific curriculum of training that addresses the need and requirements of INSTRUCTORS who will serve as the point of authority in the safe conduct of the agency's firearms training and qualification programs.**CORE COMPETENCIES:** Weapon Nomenclature, Range Management, Instructional Techniques, Shooting Skills**FUNDING:** Central Training & Development Funds**EVENT COORDINATION:** Tom Cherry, Training Manager, Law Enforcement and Resource Protection, Federal Law Enforcement Training Center, 912-267-2246**EVENT TITLE:** Physical Fitness Coordinator Training Program**TARGET AUDIENCE:** Type I Rangers that want to be certified as a Physical Fitness Coordinator**DATE:** TBD**LOCATION:** Federal Law Enforcement Training Center, Glynco, Georgia**EVENT DESCRIPTION:** This program is designed to present the participant with information in the area of health, physical fitness assessment and conditioning, program management, basic anatomy and physiology, exercise leadership, and injury prevention.**CORE COMPETENCIES:** Physiological Dynamics, Instructor Techniques, Conditioning and Testing Equipment, Injury Prevention**FUNDING:** Central Training & Development Funds**EVENT COORDINATION:** Tom Cherry, Training Manager, Law Enforcement and Resource Protection, Federal Law Enforcement Training Center, 912-267-2246

**EVENT TITLE:** Archeological Resource Protection Training Program

**TARGET AUDIENCE:** Archeologist and Permanent Type I Rangers

**DATE:** TBD (4) courses per year

**LOCATIONS:** Various, TBD

**EVENT DESCRIPTION:** This program identifies the need for the team concept for archeological resource crime scene investigation. Subjects covering collecting and trafficking networks, archeological crime scene investigation, site analysis, prevention, case studies, and field practical exercises are covered in the program.

**CORE COMPETENCIES:** Investigative Techniques, Federal Law, State Law, Basic Archeology

**FUNDING:** Central Training & Development Funds

**EVENT COORDINATION:** Tom Cherry, Training Manager, Law Enforcement and Resource Protection, Federal Law Enforcement Training Center, 912-267-2795

**EVENT TITLE:** Instructor Techniques For Non-Lethal Training Ammunition Training Program

**TARGET AUDIENCE:** Type 1 Ranger Currently Certified as a Firearm Instructor

**DATE:** TBD

**LOCATION:** Federal Law Enforcement Training Center, Glynco, Georgia

**EVENT DESCRIPTION:** This program provides active firearms instructors with current methodologies, policies, and procedures. The program is designed to introduce and discuss contemporary firearms trends, tactics, and techniques. The students are required to develop a DYNAM-IC course of fire, demonstrate instructor skills, and effectively evaluate program objectives. Successful completion of this course will allow the instructor to conduct nonlethal training ammunition (NLTA) scenarios as long as they are in compliance with NPS SOP's

**CORE COMPETENCIES:** Advanced Course Development, Dynamic Instructional Methods, Safe Practical Exercise Design, Use-of-Force Continuum

**FUNDING:** Central Training & Development Funds

**EVENT COORDINATION:** Tom Cherry, Training Manager, Law Enforcement and Resource Protection, Federal Law Enforcement Training Center, 912-267-2795

**EVENT TITLE:** Advanced Physical Security Training Program

**TARGET AUDIENCE:** Type I Rangers

**DATE:** TBD

**LOCATION:** Federal Law Enforcement Training Center, Glynco, Georgia

**EVENT DESCRIPTION:** This program is designed to provide an in-depth knowledge of physical security systems and procedures. Subjects included are: Vulnerability, Prevention Theory, Application, and Protection.

**CORE COMPETENCIES:** Security, Monitoring, Planning, Assessment

**FUNDING:** Central Training & Development Funds

**EVENT COORDINATION:** Tom Cherry, Training Manager, Law Enforcement and Resource Protection, Federal Law Enforcement Training Center, 912-267-2795

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**EVENT TITLE:** Criminal Investigations in an Automated Environment

**TARGET AUDIENCE:** Type I Rangers and 1811 Investigators

**DATE:** TBD

**LOCATION:** Federal Law Enforcement Training Center, Glynco, Georgia

**EVENT DESCRIPTION:** Intensive training introduces participants to the principles and techniques governing the acquisition of computer data files during the course of an investigation, and the subsequent search and seizure of computer related equipment and its analysis. Students are also exposed to legal issues and investigative techniques in requesting computer files with emphasis directly relating toward all computer equipment.

**CORE COMPETENCIES:** Advanced Computer Usage, Investigative Techniques: Data Retrieval, Laws and Regulations, Partnerships with other Agencies

**FUNDING:** Central Training & Development Funds

**EVENT COORDINATION:** Tom Cherry, Training Manager, Law Enforcement and Resource Protection, Federal Law Enforcement Training Center, 912-267-2795

**EVENT TITLE:** Driver Instructor Training Program

**TARGET AUDIENCE:** Type I Rangers

**DATE:** TBD

**LOCATION:** Federal Law Enforcement Training Center, Glynco, Georgia

**EVENT DESCRIPTION:** Designed to train instructors in all phases of law enforcement driver training subject matter emphasis on principles and techniques employed in driver response, skid control, nonemergency driving, and vehicle dynamics. The proper development and presentation of driver training curriculum is emphasized.

**CORE COMPETENCIES:** Instructional Techniques, Safety Concerns, Vehicle Dynamics, Course Development

**FUNDING:** Central Training & Development Funds

**EVENT COORDINATION:** Tom Cherry, Training Manager, Law Enforcement and Resource Protection, Federal Law Enforcement Training Center, 912-267-2795

**EVENT TITLE:** Environmental Crimes Investigations

**TARGET AUDIENCE:** Type I Rangers and Criminal Investigators

**DATE:** TBD

**LOCATION:** Federal Law Enforcement Training Center, Glynco Georgia

**EVENT DESCRIPTION:** The training course implements several objectives of the "Vail Agenda" addressing resources stewardship and partnerships. This course will provide skills on the application of key environmental laws and their enforcement to criminal situations. Environmental crimes cover the full range of illegal discharges, dumping, and emission of pollutants. Types of threats encountered by parks are: mining operations, dumping of tires and batteries, illegal taking of migratory birds resulting from cyanide poisoning, improper disposal of hazardous and other solid waste, ocean dumping of garbage and medical waste, and emission of air pollutants that exceed permit limitations.

**CORE COMPETENCIES:** Developing Partnerships, Federal and State Laws, Safety Awareness, Investigative Techniques

**FUNDING:** Central Training & Development Funds

**EVENT COORDINATION:** Tom Cherry, Training Manager, Law Enforcement and Resource Protection, Federal Law Enforcement Training Center, 912-267-2795



## LAW ENFORCEMENT AND RESOURCE PROTECTION *(continued)*

**EVENT TITLE:** Advanced Interviewing Training Program

**TARGET AUDIENCE:** Type I Rangers and 1811 Criminal Investigators

**DATES:** TBD

**LOCATION:** Federal Law Enforcement Training Center, Glynco, Georgia

**EVENT DESCRIPTION:** This program will teach the participants how to obtain information effectively through a multi-disciplinary approach that combines linguistics, psychology, criminology, and sociology with the principles of influence, negotiation, and bargaining.

**CORE COMPETENCIES:** Behavioral Recognition, Cognitive, Legal Considerations, Persuasion

**FUNDING:** Central Training & Development Funds

**EVENT COORDINATION:** Tom Cherry, Training Manager, Law Enforcement and Resource Protection, Federal Law Enforcement Training Center, 912-267-2795

**EVENT TITLE:** Basic Peer Support (Critical Incident Stress Mgmt.)

**TARGET AUDIENCE:** NPS Employees from all Disciplines

**DATE:** TBD

**LOCATION:** Various Locations

**EVENT DESCRIPTION:** This program is designed to develop peer counseling techniques for employees to serve in their parks and local area on critical incident management teams and within employee assistance programs.

**CORE COMPETENCIES:** Listening Skills, Stress Indicators, People Skills, Diffusion Techniques

**FUNDING:** Central Training & Development Funds

**EVENT COORDINATION:** Tom Cherry, Training Manager, Law Enforcement and Resource Protection, Federal Law Enforcement Training Center, 912-267-2246

## MAINTENANCE

**EVENT TITLE:** Introduction to Facility Management and Maintenance Operations in the National Park Service

**TARGET AUDIENCE:** First and second line maintenance supervisors, chiefs of maintenance and facility managers

**DATE:** TBD

**LOCATION:** Albright Training Center and park offices

**EVENT DESCRIPTION:** Facility Managers are responsible for the lion's share of the National Park Service-operating budget. This course is designed, as a modularized, competency-based program that will guide facility management Servicewide toward a clear understanding of the self-development required to be effective. Over the four-month period (two classroom sessions interspersed with in park assignments), 15-20 areas of competency are explored with subject matter experts and coaches from the field.

**CORE COMPETENCIES:** Leadership, Human Resource Management, Diversity, Youth Programs, Cultural and Natural Resources Management, Community Building, Policy, Budget, Managing a Maintenance Operation, etc.

**FUNDING:** Servicewide Career Field Account, Tuition; Benefiting account for travel

**EVENT COORINATOR:** Steve Hastings, Training Manager, Maintenance, Horace M. Albright Training Center, 928-638-7986

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**EVENT TITLE:** Maintenance Worker Skills Fund and Group Skills Fund

**TARGET AUDIENCE:** Front line non-supervisory maintenance staff

**DATE:** Throughout the fiscal year

**LOCATION:** Local

**EVENT DESCRIPTION:** These popular funds are based on the premise that "Training" is not just an announcement on the office bulletin board but is a covenant between the employee and the supervisor. It is within this relationship that skills required by the work units are defined and employees possessing these skills selected and nurtured to proficiency with new technology. These funds represent the seed money to help parks achieve employee development on a cost-effective local level. Awards are to individuals and the opportunity is limited only by the imagination of the individual and their supervisor. Grants may be used for correspondence courses, for per diem and travel to work with other agencies where new skills or technologies are in use, for training opportunities in the private sector, local Vocational/Technical School, etc. The group fund is often supplemented with "day-labor" money. It facilitates motor-skills development through project work with "students" from cluster parks under the guidance of a senior craftsman.

**CORE COMPETENCIES:** Maintenance Skills and Crafts.

**FUNDING:** Servicewide Career Field Account and matching funds from participants' worksite

**EVENT COORINATOR:** Steve Hastings, Training Manager, Maintenance, Horace M. Albright Training Center, 928-638-7986

**EVENT TITLE:** Facility Management Mentoring Program

**TARGET AUDIENCE:** Chiefs of Maintenance and Facility Managers

**DATE:** November 2002 - September 2003

**LOCATION:** Classroom and park areas

**EVENT DESCRIPTION:** Mentoring Program for Chiefs of Maintenance and Facility Managers

**CORE COMPETENCIES:** This program is designed to foster individual development for chiefs of maintenance and facility managers in the National Park Service by coupling them with senior facility managers in a structured environment. Through workshops, memorandum of agreement, Individual Development Plans, and monitoring the students will foster competency within the facility management ranks

**FUNDING:** Servicewide Career Field Account, Tuition; Benefiting account for travel

**EVENT COORINATOR:** Steve Hastings, Training Manager, Maintenance, Horace M. Albright Training Center, 928-638-7986



**EVENT TITLE:** Natural Resource Manager Renewal

**TARGET AUDIENCE:** Resource/Program Managers with advanced degrees and more than five (5) years of NPS work experience.

**DATE:** Spring 2003

**LOCATION:** Horace M. Albright Training Center

**EVENT DESCRIPTION:** This new intensive 2-week course will enhance the academic training and field experiences of employees working in professional resource positions for greater than 5 years. The course addresses journey-level natural resource competencies and provides knowledge specific to the implementation of natural and cultural resource programs, law and policy, and updates employees on science and new initiatives. The course further addresses communication, negotiation and problem solving skills

**CORE COMPETENCIES:** Resource Stewardship; Planning and Compliance; Professional Credibility; Project and Program Management; and Communications

**FUNDING:** Servicewide Career Field Account, Tuition; Benefiting account for travel

**EVENT COORDINATOR:** TBD

## NATURAL RESOURCES STEWARDSHIP *(continued)*

**EVENT TITLE:** Integrated Pest Management

**TARGET AUDIENCE:** Regional, SO, Cluster and Park IPM coordinators; Maintenance Chiefs; Cultural Resource Program Managers; Concession Program Managers and employees seeking IPM Certification or Re-certification.

**DATE:** TBA (2 Offerings)

**LOCATION:** National Conservation Training Center, Shepherdstown, West Virginia, Location TBD for second offering

**EVENT DESCRIPTION:** This 36-hour course addresses the principles of IPM while providing basic knowledge, skills and certification. Focus is on problem identification, injury or damage thresholds, monitoring protocols and control methods. The Director's Order as well as methods for pesticide use is covered.

**CORE COMPETENCIES:** Scientific Knowledge, Scientific Methods, Project and Program Management, Resource Stewardship, NPS Operations, Planning and Compliance, Concessions Management.

**FUNDING:** Servicewide Career Field Account, Tuition; Benefiting account for travel

**EVENT COORDINATOR:** TBD

**EVENT TITLE:** Integration of Fire Management with Natural Resource Management

**TARGET AUDIENCE:** Park Natural Resource & Fire Managers

**DATE:** November 4-8, 2002

**LOCATION:** Horace M. Albright Training Center, Grand Canyon Arizona

**EVENT DESCRIPTION:** This weeklong course places emphasis on the appropriate understanding of both the use and management of fire. Through classroom and case study, emphasis will be placed on resource stewardship, technical knowledge-gained, and a thorough understanding of resource protection in making strategic decisions when addressing fire management issues. This course is aimed at the Natural Resource Manager at the park level

**CORE COMPETENCIES:** Resource Stewardship; Problem-Solving; Planning and Compliance; Project and Program Management; Legal Framework

**FUNDING:** Servicewide Career Field Account, Tuition; Benefiting account for travel

**EVENT COORDINATOR:** Greg Eckert

**EVENT TITLE:** Scholarship Fund for Technical NR Training

**TARGET AUDIENCE:** Resource Managers (Mid-level and as well as Advanced) Natural Resource Specialist (entry, mid-level or advanced)

**DATE:** From date of award through October 2003

**LOCATION:** Local

**EVENT DESCRIPTION:** This scholarship fund would be used to provide additional training in specific natural resource management topics offered by other federal or state agencies, or by universities. Each scholarship awarded would be indispensable in promoting interagency training opportunities and encouraging NR employees to seek advance training outside of the NPS.

**CORE COMPETENCIES:** Resource Stewardship; Problem-Solving; Planning and Compliance; Project and Program Management

**FUNDING:** Matching Servicewide Career Field Account and Local Funds

**EVENT COORDINATOR:** TBD

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**EVENT TITLE:** Understanding Ecological Foundations of New NPS Management Policies

**TARGET AUDIENCE:** Natural/Cultural Resource Managers, Planners, Park Managers and Program Managers

**DATE:** TBD

**LOCATION:** TBD

**EVENT DESCRIPTION:** This course will emphasize the physical environment and the roles that geology, hydrology, climate and other related processes play as the foundation and framework of ecosystems. The course will identify major ecosystem components and assess interdependence among biological and physical components as each relates to NPS Management Policy and effective management decisions.

**CORE COMPETENCIES:** Resources Stewardship; Planning and Compliance; Professional Credibility; Interpersonal Skills/Human Relations, Communication; Interpretative Management; Concessions Management

**FUNDING:** Servicewide Career Account, Tuition; Benefiting account for travel

**EVENT COORDINATOR:** TBD

**EVENT TITLE:** Environmental Planning - Integrating NEPA into NPS Activities

**TARGET AUDIENCE:** Environmental Specialists, Program Managers, Planners, Grants Administrators, Concession Managers, and Maintenance/Facility Managers

**DATE:** TBD

**LOCATION:** TBD

**EVENT DESCRIPTION:** The course provides skills, knowledge, and related experiences in environmental planning, analyses, and the legal processes. Topics include the NEPA Process, CEQ regulations, and NPS roles and responsibilities under Director's Order #12. Understanding the significance of and difference in an environmental assessment and an environmental impact statement is addressed along with public involvement, and documentation of the NEPA decision.

**CORE COMPETENCIES:** Planning and Compliance; Project and Program Management; and Resource Stewardship.

**FUNDING:** Servicewide Career Field Account, Tuition; Benefiting account for travel

**EVENT COORDINATOR:** TBD

**EVENT TITLE:** Natural Resource Protection for Superintendents (Law and Policy)

**TARGET AUDIENCE:** New superintendents, deputy or assistant superintendents, or program managers

**DATE:** TBD

**LOCATION:** TBD

**EVENT DESCRIPTION:** The course places emphasis on using resource-knowledge as well as law and policy to drive decision-making as well as address managerial accountability for the condition of park resources.

**CORE COMPETENCIES:** Scientific Knowledge; Resource Stewardship; Planning & Compliance; Professional Credibility; Program Management; Knowledge and Experience.

**FUNDING:** Servicewide Career Account, Tuition; Benefiting account for travel

**EVENT COORDINATOR:** TBD



**EVENT TITLE:** Capital Improvement Design and Construction

**TARGET AUDIENCE:** Superintendents, Facility Managers, Project Managers, Designers with current or upcoming design and construction projects

**DATE:** TBD

**LOCATION:** TBD

**EVENT DESCRIPTION:** This four day seminar will enhance the knowledge and capabilities of superintendents, facility managers, project managers, and designers in managing a broad range of capital improvement projects. It will further emphasize the various phases of a project and the superintendent's role and responsibilities during each of these phases. Included will be a general overview of: NPS line item construction program, budgeting related to design and construction, collaborative design approaches, charrette processes, formulation and scope of work, project agreements, contract management, capital asset plans, value analysis, design/construction process, construction management and supervision and asset management

**CORE COMPETENCIES:** Project Management, Decision Making, Risk Management, Influencing, Negotiating, Decisiveness, Communication Skills, Problem Solving, Financial Management, Management Controls and Acquisitions

**FUNDING:** Servicewide Career Field Account; Benefiting account for travel

**EVENT COORDINATOR:** Cheryl Evermen, Training Manager, Planning, Design and Construction, Denver Service Center, 303-969-2120

**EVENT TITLE:** Choosing by Advantages (CBA) - Introduction

**TARGET AUDIENCE:** All decision makers, including park management and staff, facility managers, program and project managers; maintenance staff; administrative personnel; planning design and construction professionals or anyone else required to make sound defensible decisions.

**DATE:** TBD

**LOCATION:** TBD

**EVENT DESCRIPTION:** Choosing by Advantages in an effective decision-making system, often referred to as "structured common sense." The CBA process focuses on the relative importance of advantages among alternatives. CBA is used in many ways in NPS, e.g., in prioritizing the line item construction program, FLHP Program, and in general management planning. It is also an evaluation method for quantifying benefit in the legally mandated value analysis program. Used in various park and regional decision making scenarios, it is rapidly spreading into many other areas within NPS. CBA responds to National Academy of Public Administration (NAPA) and Congressional concerns that cost-benefit decision-making should be employed to ensure value in NPS construction programs. CBA is an invaluable tool for making sound, work-related decisions.

**CORE COMPETENCIES:** Decision-Making, Risk Management, Cost-Benefit Analysis

**FUNDING:** Servicewide T&D funds for course costs; benefiting account for each participant's travel and per diem.

**EVENT COORDINATOR:** Cheryl Evermen, Training Manager, Planning, Design and Construction, Denver Service Center, 303-969-2120

**EVENT TITLE:** Director's Order No.2 and General Management Plans

**TARGET AUDIENCE:** Planning and design professionals, park managers, program managers, cultural and natural resource specialists, and other who are involved in developing, reviewing, or contributing to general management

**DATE:** TBD

**LOCATION:** TBD

**EVENT DESCRIPTION:** Director's Order No. 2, approved in 1998, is the NPS guideline for conducting planning for units of the National Park Service System. This three-day course provides a brief overview of the NPS framework for interrelating general management plans (GMP), strategic plans, implementation plans, and annual performance plans. The majority of the course focuses on a practical, 11-step process for developing a GMP, including methods for determining park mission, decision points, management prescriptions, management zones, alternative concepts, and environmental consequences. It also addresses a way to analyze and incorporate public comments. The course closely follows the Planners Sourcebook, the reference manual for DO-2 that participants will receive.

**CORE COMPETENCIES:** Knowledge of Planning Discipline, Resource Stewardship, Knowledge of NPS Operations, Problem-Solving Skills.

**FUNDING:** Servicewide funds for course costs; benefiting account for each participant's travel and per diem.

**EVENT COORDINATOR:** Cheryl Evermen, Training Manager, Planning, Design and Construction, Denver Service Center, 303-969-2120





**EVENT TITLE:** Sustainable Applications: Planning, Design and Construction

**TARGET AUDIENCE:** Superintendents, facility managers, planners, landscape architects, architects, engineers and other design professionals at regions and parks.

**DATE:** TBD

**LOCATION:** TBD

**EVENT DESCRIPTION:** Sustainable practice is the philosophy that human development and activity should exemplify the principles of conservation and encourages the appreciation of those principles in daily life. This two-day course will explore, enhance the knowledge and capabilities, and provide practical understanding for superintendents, regional design and planning staff and facility managers to apply sustainable practices to capital improvement projects. It will further emphasize the direct tie between life cycle long term maintenance and operational costs to initial application of sustainable practices and products. After completion, the training participants will be able to: apply U.S. Green Building Council's LEED Rating System to applicable projects, apply sustainable principles to a broad range of facility improvements, better utilize operational funds to achieve reductions in life cycle cost of facilities, identify available resources and products to support sustainable practices, and explain what sustainability is and why it is one of the Guiding Principles for NPS.

**CORE COMPETENCIES:** Project Management, Decision-Making, Risk Management, Sustainability, Ecosystems Management, Financial Management, and Problem Solving.

**FUNDING:** Benefiting account for each participant's travel per diem and course tuition.

**EVENT COORDINATOR:** Cheryl Evermen, Training Manager, Planning, Design and Construction, Denver Service Center, 303-969-2120

**EVENT TITLE:** Contracting Officer's Representative (COR) Training - 24 Hour Basic Course and 8 hour Refresher

**TARGET AUDIENCE:** Individuals who will be assigned COR duties in all career fields.

**DATE:** TBD

**LOCATION:** TBD

**EVENT DESCRIPTION:** This three-day course will fulfill the requirements for all newly designated COR's that are mandated to complete the 24-hour course, as well as those needing to take the required 8-hour refresher course. This course will inform participants of current policies associated with contracting and contract administration. In addition the session will focus on new contracting methods, identify areas in need of improvement, provide a review of ethics/EO issues, and offer opportunities for questions and answers. The first day will serve as the eight-hour refresher course for participants needing to maintain the COR certification. A refresher course must be completed every three years from the date of the last certification. The course satisfies the OMB and DOI requirements to establish a COR certification program with at least 24 hours of initial training.

**CORE COMPETENCIES:** Contracting, Estimating; Negotiating; Project Management, Problem Solving

**FUNDING:** Tuition approximately \$250; benefiting account for each participant's travel and per diem.

**EVENT COORDINATOR:** Cheryl Evermen, Training Manager, Planning, Design and Construction, Denver Service Center, 303-969-2120

**EVENT TITLE:** The Artful Facilitator

**TARGET AUDIENCE:** Recreation and Conservation staff for whom frequent and/or high-stakes public meeting facilitation or public involvement design are job traits, as well as employees from the Organizational Development; Supervision, Management, & Leadership; and Planning, Design, and Construction career fields that have identified this course as a part of their curriculum development.

**DATE:** March 2003

**LOCATION:** Cortez, CO

**EVENT DESCRIPTION:** The training will provide individuals at the developmental level with intermediate to advanced skills in facilitation strategies, techniques, knowledge, mindset, and temperament to enable participants to gain confidence in facilitation. The training will begin with an assessment of the group's level of expertise and fill any gaps to create a common toolkit of facilitation techniques. Participants will then be exposed to increasingly challenging facilitation situations.

**CORE COMPETENCIES:** Public Involvement and Facilitation; Communication Skills; Problem-Solving Skills; and Public Speaking.

**FUNDING:** Servicewide T&D Funds for course costs; benefiting accounts for each participant's travel and per diem.

**EVENT COORDINATOR:** Cyndi Szymanski, Co-Training Manager, Recreation and Conservation Programs, Washington Office, 202-565-1194

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## RECREATION AND CONSERVATION PROGRAMS *(continued)*

**EVENT TITLE:** Individual Employee Development Program

**TARGET AUDIENCE:** All employees within the Recreation and Conservation Programs

**DATE:** Actually date of training will vary with individual grants. Grant applications will be reviewed in March 2003.

**LOCATION:** Varies

**EVENT DESCRIPTION:** Mini-grants program for innovative, self-identified employee development opportunities. This approach has proven highly valued by staff for allowing them to pursue ideas that might not have otherwise gotten support but have proven useful for staff learning and renewal. Small group/team proposals are highly encouraged.

**CORE COMPETENCIES:** All competencies within the Recreation and Conservation Career Field.

**FUNDING:** Servicewide Career Field Account; cost sharing with benefiting account is encouraged.

**EVENT COORDINATOR:** Cyndi Szymanski, Co-Training Manager, Recreation and Conservation Programs, Washington Office, 202-565-1194

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**EVENT TITLE:** NPS National Recreation and Preservation Programs (TELNPS)

**TARGET AUDIENCE:** All employees, especially those attaining the Universal Competencies including new employees.

**DATE:** Current schedule is updated regularly at the Universal Competencies Home Page, <http://www.nps.gov/training/uc/home.htm>

**LOCATION:** Any NPS unit with a TELStation

**EVENT DESCRIPTION:** This is the second part of the "NPS Fundamentals I, Module 4: NPS National Recreation and Preservation Programs." This interactive television course builds on information attained from the web-based unit on this topic, which is a pre-requisite. Participants interact with an instructor(s) versed in the range of these programs, which include the National Register, Rivers and Trails, and Federal Lands to Parks programs. The course emphasizes the NPS Core Value: Shared Stewardship, and discusses the impact of these programs that occur outside park boundaries, on park resources.

**CORE COMPETENCIES:** Mission Comprehension, NPS Operations

**FUNDING:** Servicewide Career Field Account

**EVENT COORDINATOR:** Maia Browning, Training Manager, Horace M. Albright Training Center, 928-638-7985

**EVENT TITLE:** Organizational Development Training for Non-profit Conservation Groups

**TARGET AUDIENCE:** Interested RTCA staff and NPS staff who work with non-profit conservation groups or "Friends" support groups to NPS units. Maximum 25 participants.

**DATE:** April 7-9, 2003

**LOCATION:** Austin, TX.

**EVENT DESCRIPTION:** This is a two and one-half day training for RTCA and NPS staff to review the basics of group dynamics, then focus deeper on organizational development skills for more effective work with existing, newly forming, and culturally diverse conservation groups. In addition, the training will cover different types and forms of groups, such as formal and informal organizational structure. Finally, the training will improve RTCA and NPS staff ability to offer assistance regarding strategic plans, action plans, and financial plans for culturally diverse conservation organizations

**CORE COMPETENCIES:** Professional Discipline: Communication, Partnership Building; Organizational Development, Team and Leadership Building, Facilitation; Project and Program Management; Maintaining Technical Assistance, Conservation and Recreation Strategies.

**FUNDING:** Servicewide T&D Funds for course costs; benefiting account for each participant's travel and per diem.

**EVENT COORDINATOR:** Cyndi Szymanski, Co-Training Manager, Recreation and Conservation Programs, Washington Office, (202) 565-1194



**EVENT TITLE:** OSHA 600, Occupational Safety And Health For NPS Supervisors

**TARGET AUDIENCE:** Risk Management Managers, Safety/Occupational Health Officers, Unit Managers, Supervisors and Collateral Duty Park Safety

**DATE:** TBD

**LOCATION:** TBD

**EVENT DESCRIPTION:** The Risk Management Program recognizes the focus on the Supervisor as the on-site person responsible for occupational safety and health issues in their workplace, and the need for training. This course is designed to train supervisors to recognize hazardous conditions and unsafe behaviors.

**CORE COMPETENCIES:** Problem Recognition, Responsibility, Legal Requirements, Prevention Measures

**FUNDING:** Central Training & Development Funds

**EVENT COORDINATION:** Tom Cherry, Training Manager, Law Enforcement and Resource Protection, Federal Law Enforcement Training Center, 912-267-2246

**EVENT TITLE:** OSHA 510, Basic Course In Construction Safety

**TARGET AUDIENCE:** Supervisors, safety officers, and other employees who are directly involved with construction, alteration, and/or repair requiring knowledge of basic OSHA Construction Standards.

**DATE:** TBD

**LOCATION:** TBD

**EVENT DESCRIPTION:** This course will introduce participants to OSHA policies, procedures, and standards in construction safety and health. The OSHA Construction Standard-29 CFR, Part 1926, applies to the work of construction, alteration, and/or repair, including painting and decorating. Topics will include: Confined Spaces, Welding, Tools, Fall Protection, Ladders, Scaffolding, Electrical, Health Hazards, Cranes and Rigging, and Fire Protection.

**CORE COMPETENCIES:** Safety Concerns, OSHA Standards, Responsibility, Recognizing Hazards

**FUNDING:** Central Training & Development Funds

**EVENT COORDINATOR:** Shirley Rowley, Risk Management Office, Lakewood, CO, 303-969-2197

**EVENT TITLE:** Concessions Environmental Management Program (CEMP) Training

**TARGET AUDIENCE:** Regional Concession Chiefs and Park Concession Specialists

**DATES:** Fall 2003

**LOCATION:** Western Park

**EVENT DESCRIPTION:** Program will provide participants on the goals, criteria and processes of the Concessions Environmental Management Program (CEMP). This is a mandatory developmental level program for NPS Concession Specialists (both park and region). The primary purpose of the training is to provide an overview and understanding of the CEMP and provide guidance on implementing the program. The class will address strategies for developing environmental contract language, reviewing concessioner Environmental Management Programs (EMP) and monitoring concessioner environmental performance. Participants will review and discuss concession contract requirements relating to environmental compliance and best management practices, will be provided an overview of the environmental audit program for concessioners and learn how to use the audit program and the Environmental Operational Standards to monitor and evaluate concessioner environmental performance.

**CORE COMPETENCIES:** Concession Program Management; Legal Framework (as it relates to environmental management) and Hospitality

**FUNDING:** Servicewide T&D funds for course costs and Benefiting Account for participant's travel and per diem

**EVENT COORDINATOR:** Dee Highnote, Training Manager, Concessions Management, 202-565-1217  
Wendy Berhman, Environmental Specialist, 303-987-6900



Mark Seely presentation at the 2002 National Safety Convention in Denver, Colorado.

**EVENT TITLE:** Concessions Authorization Development

**TARGET AUDIENCE:** Full-time Concession Specialists, Concession Analysts and Concession Circuit Riders responsible for developing and managing Level III concession contracts.

**DATE:** TBA

**LOCATION:** TBA

**EVENT DESCRIPTION:** This is a developmental level program mandatory for NPS Concession specialists, concession analysts and concession circuit riders who are responsible for developing and managing Level III concession contracts. Participants must attend this program prior to conducting concession contracting. Upon completion, participants will be provided with the knowledge and skills to complete concession contract planning and development process through the actual development and process of a concession contract.

**COMPETENCIES:** Concession Program Management; Legal Framework

**FUNDING:** Benefiting Account

**EVENT COORDINATOR:** Dee Highnote, Training Manager, Concessions Management, 202-565-1217

**EVENT TITLE:** Concession Evaluation & Pricing

**TARGET AUDIENCE:** Concession Assistants, Concession Specialists, & Collateral Duty Personnel such as Park Rangers, Administrative Officers, as well as Superintendents and/or Assistant Superintendents.

**DATE:** Early FY03 (October)

**LOCATION:** Sequoia National Park

**EVENT DESCRIPTION:** This program will serve as entry level course for Concession Specialists, Concession Analysts; Concession Circuit Riders; Park Managers; and program leaders. It will also serve as a developmental course for Concession Assistants and those with concession as a collateral duty. Participants will be provided with the knowledge and skills to complete the most frequently required portion of the concession management process in accordance with policy and current administrative procedures. Participants will complete rate studies, conduct actual on-site inspections of concession services, as well as gain knowledge of the current U.S. Public Health Food Code. Upon completion of this mandatory training participants will be authorized to assign concessioner's contractual/operational performance ratings.

**CORE COMPETENCIES:** Hospitality Knowledge

**FUNDING:** Benefiting Account

**EVENT COORDINATOR:** Dee Highnote, Training Manager, Concessions Management, 202-565-1217

**EVENT TITLE:** Supervision I

**TARGET AUDIENCE:** New First Line Supervisors

**DATE:**  
<http://www.nps.gov/piro/inside/sml/sml.htm> - 10 courses

**LOCATION:**  
<http://www.nps.gov/piro/inside/sml/sml.htm>

**EVENT DESCRIPTION:** The Supervision I course is a combination of the essential elements of effective supervision and a "how to" on performance and conduct issues. It is offered for NPS supervisors who have been supervising without formal training and for those who need to refresh their supervisory skills. This course introduces effective supervisory techniques and skills to help the participants perform more effectively in the role of supervisor. Topics include: overview of the NPS employee relations handbook; identifying and using learning styles; perceptions at work; developing critical results; dealing with leave; disciplinary action guide; recruitment, and managing a diverse workforce.

**CORE COMPETENCIES:** Supervision Management & Leadership

**FUNDING:** Servicewide Career Field Account; Benefiting Account for Travel

**EVENT COORDINATOR:** Mary Killeen, Training Manager, Supervision, Management, and Leadership, Horace M. Albright Training Center, 928-638-2953

*Nomination forms for Servicewide training are submitted through your Regional Employee Development Office. When submitting more than one nomination from a park/office, please indicate priorities.*

*The Training Manager or the course coordinator will make selections and notify participants who are selected to attend a Servicewide training event. Regional Employee Development Offices will notify non-selects.*

*For additional details on Servicewide training announcements and core competencies or to access the NPS Career Planning and Tracking Kit, go to the Learning Place Website at <http://www.nps.gov/training>, or contact the Training Manager assigned to your career field.*



**EVENT TITLE:** Supervision II**TARGET AUDIENCE:** New First Line-Supervisors**DATE:**<http://www.nps.gov/piro/inside/sml/sml.htm> - 10 courses**LOCATION:**<http://www.nps.gov/piro/inside/sml/sml.htm>

**EVENT DESCRIPTION:** Supervision II is a combination of the essential elements of supervision and a “how to” on performance and conduct issues. The modules are: Defining the role of the supervisor; Communication techniques; the high performing team, Constructive conflict resolution; reasonable accommodation, Employee Assistance Program, ethics and sexual harassment. Supervision II is a refresher course for supervisors with in-depth review of some new areas. Supervision II is more advanced in content and does have different sessions from Supervision I.

**CORE COMPETENCIES:** Supervision Management & Leadership**FUNDING:** Servicewide Career Field Account, Tuition; Benefiting account for travel**EVENT COORINATOR:** Mary Killeen, Training Manager, Supervision, Management, and Leadership, Horace M. Albright Training Center, 928-638-2953**EVENT TITLE:** Superintendent's Leadership Roundtable**TARGET AUDIENCE:** Park Superintendents**DATE:**<http://www.nps.gov/piro/inside/sml/sml.htm>**LOCATION:**<http://www.nps.gov/piro/inside/sml/sml.htm>

**EVENT DESCRIPTION:** The Superintendent's Leadership Roundtable is based on the core belief that there is unique value and need for superintendents to participate in a forum comprised of peers to discuss their successes and challenges. Currently, there is not a formal opportunity for sitting and experienced superintendents to come together to discuss and deliberate leadership challenges. Each roundtable session has up to 12 participants, providing opportunities for park managers to enhance their skills in various leadership competencies. The primary focus is on building and maintaining effective, collaborative relationships with colleagues, the workforce, partners, and various stakeholders.

**CORE COMPETENCIES:** Supervision Management & Leadership**FUNDING:** Servicewide Career Field Account, Tuition; Benefiting account for travel**EVENT COORINATOR:** Mary Killeen, Training Manager, Supervision, Management, and Leadership, Horace M. Albright Training Center, 928-638-2953**EVENT TITLE:** The New Superintendent Course**TARGET AUDIENCE:** New Park Superintendents**DATE:**<http://www.nps.gov/piro/inside/sml/sml.htm>**LOCATION:**<http://www.nps.gov/piro/inside/sml/sml.htm>

**EVENT DESCRIPTION:** The effectiveness of superintendents' ultimate performance promotes or restrains park operations Servicewide. This training program is designed to foster strong problem solving, decision making and organizational skills. During the two week session we explore the myriad of complex and difficult situations Superintendents are faced with today including media, constituent groups, tribal issues, resource and cultural preservation issues, and employee situations create more far ranging problems. In addition we explore the rapidly changing technology and knowledge-based environment, and congressional and executive requirements to help superintendents develop skills to contend with and succeed in this changing environments.

**CORE COMPETENCIES:** Building Partnerships, External Awareness, Public Policy, Flexibility, Service Motivation, Customer Service, Cultural Awareness, Resilience, Conflict Management, Decisiveness, Problem Solving, Ethics, Strategic Thinking, Accountability, Influencing/Negotiating and Vision.**FUNDING:** Servicewide Career Field Account, Tuition; Benefiting account for travel**EVENT COORINATOR:** Mary Killeen, Training Manager, Supervision, Management, and Leadership, Horace M. Albright Training Center, 928-638-2953

**EVENT TITLE:** The Division Chief**TARGET AUDIENCE:** Park Division Chiefs**DATE:**<http://www.nps.gov/piro/inside/sml/sml.htm>**LOCATION:**<http://www.nps.gov/piro/inside/sml/sml.htm>

**EVENT DESCRIPTION:** During this two week course participants will explore building partnerships and coalitions, managing staff, managing up and managing down, external awareness, public policy, flexibility, service motivation, customer service, cultural awareness, resilience, conflict management, decisiveness, problem solving, ethics, strategic thinking, accountability, influencing/negotiating and vision

**CORE COMPETENCIES:** Supervision Management & Leadership

**FUNDING:** Servicewide Career Field Account, Tuition; Benefiting account for travel

**EVENT COORINATOR:** Mary Killeen, Training Manager, Supervision, Management, and Leadership, Horace M. Albright Training Center, 928-683-2953

**EVENT TITLE:** Resolving Performance Issues (TEL Event)**TARGET AUDIENCE:** Supervisors who are involved in resolving performance issues**DATE:**<http://www.nps.gov/piro/inside/sml/sml.htm>**LOCATION:** Local Offices Equipped with TEL Stations (<http://www.tel.nps.net>)

**EVENT DESCRIPTION:** This is the second module in a three-part series entitled “Confronting Performance and Conduct Issues”. This training is provided to supervisors who want to understand and apply informal and formal methods for correcting and resolving performance problems among employees. This topic is one of the priority areas identified by supervisors where more knowledge and assistance is required to resolve performance issues early and effectively.

**CORE COMPETENCIES:** Supervision Management & Leadership

**FUNDING:** Servicewide Career Field Account

**EVENT COORINATOR:** Mary Killeen, Training Manager, Supervision, Management, and Leadership, Horace M. Albright Training Center, 928-683-2953

**EVENT TITLE:** Leave Administration: The Mystery Unraveled (TEL Event)**TARGET AUDIENCE:** Supervisors**DATE:**<http://www.nps.gov/piro/inside/sml/sml.htm>**LOCATION:** Local Offices Equipped with TEL Stations (<http://www.tel.nps.net>)

**EVENT DESCRIPTION:** This is the second module in a three-part series entitled “Confronting Performance and Conduct Issues”. This training is provided to supervisors who want to understand and apply informal and formal methods for correcting and resolving performance problems among employees. This topic is one of the priority areas identified by supervisors where more knowledge and assistance is required to resolve performance issues early and effectively.

**CORE COMPETENCIES:** Supervision Management & Leadership

**FUNDING:** Servicewide Career Field Account

**EVENT COORINATOR:** Mary Killeen, Training Manager, Supervision, Management, and Leadership, Horace M. Albright Training Center, 928-683-2953



Mrs. Lucas, 1940 former Storer College graduate (front center) and family revisit campus presently known as Stephen T. Mather Training Center with Michael D. Watson, Superintendent (back third left).

**EVENT TITLE:** Managing Performance (TEL Event)**TARGET AUDIENCE:** Supervisors who are involved in resolving performance issues**DATE:**<http://www.nps.gov/piro/inside/sml/sml.htm>**LOCATION:** Local Offices Equipped with TEL Stations (<http://www.tel.nps.net>)**EVENT DESCRIPTION:** This training is provided to supervisors that want to use the performance management process and plan as a tool for continuous improvement of the work environment. The course will advance the use of performance management plan and cycle as a means of developing, coaching, and managing employees and work accomplishments.**CORE COMPETENCIES:** Supervision Management & Leadership**FUNDING:** Servicewide Career Field Account**EVENT COORINATOR:** Mary Killeen, Training Manager, Supervision, Management, and Leadership, Horace M. Albright Training Center, 928-683-2953**EVENT TITLE:** Leave Administration: The Mystery Unraveled: (TEL Event)**TARGET AUDIENCE:** Supervisors**DATE:**<http://www.nps.gov/piro/inside/sml/sml.htm>**LOCATION:** Local Offices Equipped with TEL Stations (<http://www.tel.nps.net>)**EVENT DESCRIPTION:** Changes over the last five years to leave entitlements, particularly in the area of family related leave, has made balancing employee leave entitlements and organizational needs somewhat of a mystery. This training helps supervisors unravel the mystery of how to manage the leave use of their employees in accordance with law; in accordance with agency regulation and policy; and in such a way as to be able to accomplish the goals of the organization.**CORE COMPETENCIES:** Supervision Management & Leadership**FUNDING:** Servicewide Career Field Account**EVENT COORINATOR:** Mary Killeen, Training Manager, Supervision, Management, and Leadership, Horace M. Albright Training Center, 928-638-2953**EVENT TITLE:** Dealing with Misconduct (TEL Event)**TARGET AUDIENCE:** The material in this module is comprehensive and aimed at an intermediate level of supervision. We recommend that supervisors who have supervised for at least a year or those who are dealing with conduct problems on the job take the course.**DATE:**<http://www.nps.gov/piro/inside/sml/sml.htm>**LOCATION:** Local Offices Equipped with TEL Stations (<http://www.tel.nps.net>)**EVENT DESCRIPTION:** This is the second module in a four module series entitled "Confronting Performance and Conduct Issues". This training is provided to supervisors who want to understand and apply informal and formal methods for identifying and dealing with conduct problems among employees. This topic is one of the priority areas identified by supervisors where more knowledge and assistance is required to understand and apply a system of progressive discipline for conduct problems.**CORE COMPETENCIES:** Supervision Management & Leadership**FUNDING:** Servicewide Career Field Account**EVENT COORINATOR:** Mary Killeen, Training Manager, Supervision, Management, and Leadership, Horace M. Albright Training Center 928-638-2953

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*For additional details on Servicewide training announcements and core competencies or to access the NPS Career Planning and Tracking Kit, go to the Learning Place Website at <http://www.nps.gov/training>, or contact the Training Manager assigned to your career field.*



*Karen Wade, Intermountain Regional Director and Sam Henderson, Superintendent, Waputki NM, Sunset Crater Volcano NM and Walnut Canyon, NM, discuss resource management with Intake Class of 2003.*

## SUPERVISION, MANAGEMENT & LEADERSHIP *(continued)*

**EVENT TITLE:** A Supervisor's Guide to Workers' Compensation: Fact and Fiction: (TEL Event)

**TARGET AUDIENCE:** Supervisors

**DATE:**

<http://www.nps.gov/piro/inside/sml/sml.htm>

**LOCATION:** Local Offices Equipped with TEL Stations (<http://www.telnp.net>)

**EVENT DESCRIPTION:** This course is designed to provide NPS supervisors with an understanding of workers' compensation and how to correctly handle workers' compensation issues at their park/site.

**CORE COMPETENCIES:** Supervision Management & Leadership

**FUNDING:** Servicewide Career Field Account

**EVENT COORINATOR:** Mary Killeen, Training Manager, Supervision, Management, and Leadership, Horace M. Albright Training Center 928-638-2953

## UNIVERSAL COMPETENCIES

**EVENT TITLE:** NPS Fundamentals I: Who We Are

**TARGET AUDIENCE:** All NPS employees (permanent and seasonal), and partners

**DATE:** Web-based, available on-demand. The TELNPS segment of "NPS Partnerships," which focuses on "National Recreation and Preservation Programs," is regularly scheduled. Dates are announced on the Learning Place.

**LOCATION:** Web-based. Access this training from the Universal Competencies Home Page: <http://www.nps.gov/training/uc/home.htm> A TELNPS station is needed to attend the TELNPS segment of the course. If you do not have access to a TELNPS station, please contact Albright Training Center, 928-638-7985.

**EVENT DESCRIPTION:** NPS Fundamentals I includes the following four modules: "History and Mission of the NPS," "Local Orientation;" "A Virtual Tour of Government;" and "NPS Partnership Programs." This training is the first of the five-part NPS Fundamentals training program. NPS Fundamentals is the easiest way to achieve the Universal Competencies that every NPS employee is expected to master.

**CORE COMPETENCIES:** Mission Comprehension, Agency Orientation, Individual Development and Planning; NPS Operations; Fundamental Values

**FUNDING:** No charge

**EVENT COORDINATOR:** Maia Browning, Training Manager, Universal Competencies, Horace M. Albright Training Center, 928-638-7985

**EVENT TITLE:** "NPS Fundamentals II for New Employees: Why We're Here"

**TARGET AUDIENCE:** All new employees (less than one-year permanent employment in the National Park Service), all career fields. Includes term employees.

**DATES:** The course schedule is regularly updated at the Universal Competencies Home Page: <http://www.nps.gov/training/uc/home.htm> The proposed schedule is as follows:

Fundamentals II	Fundamentals V
10/21-11/1/02	7/21-25/03
10/28-11/8/02	8/4-8/03
12/2-13/02	8/18-22/03
12/9-20/02	9/8-12/03
1/6-17/03	9/22-26/03
2/3-14/03	10/6-10/03
3/3-14/03	11/17-21/03
3/10-21/03	12/8-12/03
3/17-28/03	12/15-19/03
3/31-4/11/03	1/5-9/04
4/7-18/03	1/12-16/04
4/14-25/03	2/2-6/04
4/21-5/2/03	2/23-27/04
5/5-16/03	3/1-5/04
5/12-23/03	3/15-19/04
6/2-13/03	4/5-9/04
6/9-20/03	4/19-23/04
6/16-27/03	5/3-7/04
7/7-18/03	5/17-21/04
7/14-25/03	6/7-11/04
7/21-8/1/03	6/21-25/04
8/4-15/03	7/12-16/04
8/11-22/03	7/26-30/04
8/18-29/03	8/9-13/04

**NOTE:** "NPS Fundamentals II" and "NPS Fundamentals V" classroom courses are scheduled as paired courses. When employees are selected for a specific Fundamentals II course, they also enroll in a specific Fundamentals V course. Enrollment in Fundamentals II constitutes a commitment from the employee and the supervisor that the employee will attend the corresponding Fundamentals V course. This ensures that the same cadre of participants go through the two classroom experiences together.

**LOCATION:** Horace M. Albright Training Center, Grand Canyon, Arizona (The follow-up Fundamentals V course occurs at the Stephen T. Mather Training Center.)

**EVENT DESCRIPTION:** Fundamentals II has two modules. The first module is a two-week residential classroom course (called "Fundamentals II: Why We're

*(continued in next column)*





Here”); the second module is the web-based “Peer Mentoring.” The Fundamentals II course for new employees is a two-week residential experience. Sessions address resource stewardship, interpersonal communication skills, fundamental values, personal responsibility and leadership, teamwork, and NPS operations. Pre-requisite: Fundamentals I. “Peer Mentoring” is an online, guided discussion that continues the participants’ exploration of topics covered in the classroom course.

**CORE COMPETENCIES:** Mission Comprehension, Resource Stewardship, NPS Operations, Fundamental Values, Communications Skills, Problem-Solving Skills

**FUNDING:** No charge for new employees

**EVENT COORDINATOR:** Maia Browning, Training Manager, Universal Competencies, Horace M. Albright Training Center, 928-638-7985

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*The Training Manager or the course coordinator will make selections and notify participants who are selected to attend a Servicewide training event. Regional Employee Development Offices will notify non-selects.*

*For additional details on Servicewide training announcements and core competencies or to access the NPS Career Planning and Tracking Kit, go to the Learning Place Website at <http://www.nps.gov/training>, or contact the Training Manager assigned to your career field.*

**EVENT TITLE:** “NPS Fundamentals II for Experienced Employees: Why We’re Here”

**TARGET AUDIENCE:** NPS employees with more than one year in permanent status; employment; seasonals and partners.

**DATES:** One-week course. Course schedule is regularly updated at the Universal Competencies Home Page: <http://www.nps.gov/training/uc/home.htm>

**NOTE:** “NPS Fundamentals II” and “NPS Fundamentals V” classroom courses are scheduled as paired courses. When employees are selected for a specific Fundamentals II course, they also enroll in a specific Fundamentals V course. Enrollment in Fundamentals II constitutes a commitment from the employee and the supervisor that the employee will attend the corresponding Fundamentals V course. This ensures that the same cadre of participants go through the two classroom experiences together.

**LOCATION:** At least seven such courses will be offered in FY2003, located at host parks and offices around the country. Announcements are posted on the Learning Place.

**EVENT DESCRIPTION:** Fundamentals II has two modules. The first module is a two-week residential classroom course (called “Fundamentals II: Why We’re Here”); the second module is the web-based “Peer Mentoring.” The Fundamentals II course for new employees is a two-week residential experience. Sessions address resource stewardship, interpersonal communication skills, fundamental values, personal responsibility and leadership, teamwork, and NPS operations. Pre-requisite: Fundamentals I. “Peer Mentoring” is an online, guided discussion that continues exploration of topics covered in the classroom course.

**CORE COMPETENCIES:** Mission Comprehension, Resource Stewardship, NPS Operations, Fundamental Values, Communications Skills, Problem-Solving Skills

**FUNDING:** Tuition-based, \$300 per course (\$600 for Fundamentals II and V). Benefitting Account.

**EVENT COORDINATOR:** Maia Browning, Training Manager, Universal Competencies, Horace M. Albright Training Center, 928-638-7985

**EVENT TITLE:** NPS Fundamentals III: Taking Charge of Your Future

**TARGET AUDIENCE:** All employees (permanent and seasonal), and partners

**DATE:** Web-based, available on-demand. The TELNPS segment of the “Retirement Planning for New Employees” module is scheduled regularly; dates are announced on the Learning Place.

**LOCATION:** Web-based. Access this training from the Universal Competencies Home Page: <http://www.nps.gov/training/uc/home.htm> A TELNPS station is needed to attend the TELNPS segment of the course. If you do not have access to a TELNPS station, please contact the Training Manager.

**EVENT DESCRIPTION:** NPS Fundamentals III has two modules: “Career Planning” and “Retirement Planning for New Employees.” Employees enrolled in “Career Planning” explore the many opportunities available during a career with the NPS, and complete an Individual Development Plan. In “Retirement Planning,” employees are motivated to begin planning for Retirement immediately. Information is provided on the Federal Employee Retirement System (FERS), Federal life and health insurance programs and the Thrift Savings Plan. CSRS is not addressed.

**CORE COMPETENCIES:** Individual Development and Planning

**FUNDING:** No charge

**EVENT COORDINATOR:** Maia Browning, Training Manager, Universal Competencies, Horace M. Albright Training Center, 928-638-7985

**EVENT TITLE:** NPS Fundamentals IV: A Workplace for Everyone

**TARGET AUDIENCE:** All employees, (permanent and seasonal), and partners

**DATE:** Web-based, available on demand.

**LOCATION:** This training can be accessed at the Universal Competencies Home Page: <http://www.nps.gov/training/uc/home.htm>

**EVENT DESCRIPTION:** NPS Fundamentals IV includes three modules: "Ethics for Those in Public Service;" "Different Gifts: Diversity and Accessibility;" and "Safety." "Ethics" and "Safety" are currently available. "Different Gifts" will come online October 1, 2002.

**CORE COMPETENCIES:** Fundamental Values

**FUNDING:** No charge.

**EVENT COORDINATOR:** Maia Browning, Training Manager, Universal Competencies, Horace M. Albright Training Center, 928-638-7985

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*The Training Manager or the course coordinator will make selections and notify participants who are selected to attend a Servicewide training event. Regional Employee Development Offices will notify non-selects.*

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**EVENT TITLE:** NPS Fundamentals V: Working Together

**TARGET AUDIENCE:** All new employees (less than one-year permanent employment in the National Park Service), all career fields. Includes term employees. Experienced Employees: A one-week classroom version of Fundamentals II is available to experienced employees. At least seven such courses will be offered in FY2003, located at host parks and offices around the country. A tuition is charged. Announcements are posted on the Learning Place.

**DATE:** Please refer to the Proposed Schedule provided under "NPS Fundamentals II" above.

**LOCATION:** Stephen T. Mather Training Center, Harpers Ferry, WV

**EVENT DESCRIPTION:** Fundamentals V is the final of the five courses in the NPS Fundamentals training program. It is a one-week, residential classroom course. Sessions address: Team Effectiveness Model; Self-assessment Tool; Trusting Others; Through Conflict to Cooperation; Leadership; Team Roles; Living With Change; Creative Thinking and Problem Solving; Interpersonal Communication; Organizational Structure; Organizational Culture; Decision-making in Groups; Vision, Planning, and Goal Setting; Organizational Goal Setting; and, Futuring.

**CORE COMPETENCIES:** All eight Universal Competencies

**FUNDING:** No charge for new employees.

**EVENT COORDINATOR:** Maia Browning, Training Manager, Universal Competencies, Horace M. Albright Training Center, 928-638-7985



**EVENT TITLE:** "NPS Fundamentals V for Experienced Employees: Working Together"

**TARGET AUDIENCE:** NPS employees with more than one year in permanent status; employment; seasonals and partners.

**DATES:** One-week course. Course schedule is regularly updated at the Universal Competencies Home Page: <http://www.nps.gov/training/uc/home.htm>

**NOTE:** "NPS Fundamentals II" and "NPS Fundamentals V" classroom courses are scheduled as paired courses. When employees are selected for a specific Fundamentals II course, they also enroll in a specific Fundamentals V course. Enrollment in Fundamentals II constitutes a commitment from the employee and the supervisor that the employee will attend the corresponding Fundamentals V course. This ensures that the same cadre of participants go through the two classroom experiences together.

**LOCATION:** At least seven such courses will be offered in FY2003, located at host parks and offices around the country. Announcements are posted on the Learning Place.

**EVENT DESCRIPTION:** Fundamentals V is the final of five courses in the NPS Fundamentals training program. It is a one-week, residential classroom course. Sessions address: Team Effectiveness Model; Self-assessment Tool; Trusting Others; Through Conflict to Cooperation; Leadership; Team Roles; Living With Change; Creative Thinking and Problem Solving; Interpersonal Communication; Organizational Structure; Organizational Culture; Decision-making in Groups; Vision, Planning, and Goal Setting; Organizational Goal Setting; and, Futuring.

**CORE COMPETENCIES:** All eight Universal Competencies: Mission Comprehension, Agency Orientation, Resource Stewardship, Fundamental Values, NPS Operations, Communication Skills, Problem-Solving Skills, Individual Development and Planning

**FUNDING:** Tuition-based, \$300 (\$600 for Fundamentals II and V). Benefitting Account.

**EVENT COORDINATOR:** Maia Browning, Training Manager, Universal Competencies, Horace M. Albright Training Center, 928-638-7985

**EVENT TITLE:** Beyond “NPS Fundamentals”

**TARGET AUDIENCE:** All NPS Employees, all career fields, who wish to focus on specific Universal Competencies.

**DATE:** Various

**LOCATIONS:** Various

**EVENT DESCRIPTION:** There are eight Universal Competencies that every NPS employee is expected to master. Graduates of the “NPS Fundamentals” program, or employees who wish to focus on and strengthen one or a few - not all eight - competencies, may do so through a menu of additional training and development opportunities. This ever-growing menu of NPS and external events is accessible from the Universal Competencies Home Page (<http://www.nps.gov/training/uc/home.htm>) under “How to Attain the Universal Competencies.” Click on “By Competency.” Two examples of opportunities that will be included on the menu are announced below: “Improving Safety in the Workplace” and “Covey's What Matters Most.”

**CORE COMPETENCIES:** Universal Competencies: Mission Comprehension, Agency Orientation, Resource Stewardship, Fundamental Values, NPS Operations, Communication Skills, Problem-Solving Skills, and Individual Development and Planning.

**FUNDING:** Benefitting account.

**EVENT COORDINATOR:** Maia Browning, Training Manager, Universal Competencies, Horace M. Albright Training Center, 928-638-7985

**EVENT TITLE:** Improving Safety In The Workplace

**TARGET AUDIENCE:** All NPS employees from front-line to management; safety and other park and office teams that identify and implement improvements in operations and business processes.

**DATES AND LOCATIONS:** At least four courses will be held around the country. TBD

**EVENT DESCRIPTION:** When things go wrong and people are hurt, we look for the reasons why. Participants will learn a process for getting to the underlying cause(s) of an incident. They will learn a problem-solving model that removes opinion and unexamined assumptions that often impede the accurate identification of root causes. Former participants cite this as “an excellent course” that has helped improve operations related to safety, but that is also extremely useful in improving accountability in other operations.

**CORE COMPETENCIES:** Problem-Solving Skills, Fundamental Values (Safety)

**FUNDING:** \$300 Tuition, Benefitting Account

**EVENT COORDINATOR:** Maia Browning, Training Manager, Universal Competencies, Horace M. Albright Training Center, 928-638-7985

**EVENT TITLE:** Covey's What Matters Most (TELNPS)

**TARGET AUDIENCE:** All employees, especially: leaders, supervisors, anyone responsible for the success of others; people who need to rethink their professional and personal goals; and/or those feeling stretched beyond their capabilities or resources.

**DATES:** December 3-4, 2002  
March 4-5, 2003  
June 3-4, 2003  
September 9-10, 2003

**LOCATION:** TELNPS interactive course. (Any location with a TEL station.)

**EVENT DESCRIPTION:** What Matters Most gives skills and insights to tell the difference between what's truly important and what seems urgent. Employees see how to prioritize tasks by payoff instead of time pressures. And they learn to stay on track with easy to monitor milestones. This workshop is a lively mix of trainer led instruction, individual and group exercises and hands-on practice using the Franklin-Planner. The course helps employees break bad time-management habits and replace them with an easy to use system guaranteed to keep them ahead of their lives weeks and months in advance. This course is three hours each day. Attendance at both sessions is required.

**CORE COMPETENCIES:** Problem-Solving Skills

**FUNDING:** \$175 Tuition includes extensive participant materials including a 12 month Franklin Planner. Benefitting account.

**EVENT COORDINATOR:** Maia Browning, Training Manager, Universal Competencies, Horace M. Albright Training Center, 928-638-7985



## UNIVERSAL COMPETENCIES

*continued*

**EVENT TITLE:** “NPS Fundamentals:”  
Train The Trainers

**TARGET AUDIENCE:** GS-9 and above and equivalent WG grades with five years NPS experience. Nominations of employees with equivalent non-NPS experience will be considered.

**DATES AND LOCATIONS:**

November 2002, Bloomington, Indiana (Indiana University)  
March 2003, Bloomington, Indiana (Indiana University)

**EVENT DESCRIPTION:** “NPS Fundamentals” is a new training program designed to create a workforce that is committed to achieving the NPS Mission. A cadre of visiting instructors will be created to assist permanent Training and Development staff in delivering “NPS Fundamentals.” “Train the Trainer” courses will teach these “visiting instructors” instruction and facilitation techniques needed to deliver the two classroom courses, which are: “NPS Fundamentals II: Why We’re Here” and “NPS Fundamentals V: Working Together.” To successfully complete the course, participants must pass a written test on the content of “NPS Fundamentals I-V” inclusive. They must also make a classroom presentation demonstrating their instruction/facilitation skills. Successful participants may be officially affiliated with Indiana University. Instructors commit to participating in two courses per year for two years (i.e., as little as 6 days, or as much as three weeks depending on the instructor’s availability and course needs).

**CORE COMPETENCIES:** Instruction Techniques, Facilitation Techniques, Program Management, Professional Knowledge (Training and Development)

**FUNDING:** No cost to participants. Travel and per diem covered by Universal Competencies funding.

**EVENT COORDINATOR:** Maia Browning, Training Manager, Universal Competencies, Horace M. Albright Training Center, 928-638-7985

## VISITOR USE MANAGEMENT

**EVENT TITLE:** CISM Basic Peer Support Training

**TARGET AUDIENCE:** All employees available to serve as peer counselors

**DATE:** Two Offerings: December 2002 and January 2003

**LOCATION:** East Coast and West Coast

**EVENT DESCRIPTION:** The National Park Service has an active Critical Incident Stress Management (CISM) program available to all park employees. NPS employees are frequently exposed to critical incidents such as : multiple casualties, line of duty deaths, suicides, accidents with children, assaults, and disasters such as hurricanes, major wildfires and possible terrorist attacks. This course will allow employees to meet the basic standard for participation in the CISM program. Basic training is conducted concurrently with the Advanced CISM meeting, thus allowing an important opportunity for mentoring by those peers who have been active in CISM for several years

**CORE COMPETENCIES:** Emergency Medical Services, Peer Counseling, Incident Management

**FUNDING:** Servicewide Career Field Account

**EVENT COORDINATOR:** Pat Buccello, CISM Program Manager, WASO-RAD, 207-288-0431

**EVENT TITLE:** New Products and Devices to Improve Accessibility in the Park and Recreation Environment

**TARGET AUDIENCE:** Managers, Accessibility Coordinators, and other park employees responsible for planning for universal access for visitors to programs and facilities.

**DATE:** Fall 2002

**LOCATION:** Selected sites around the country

**EVENT DESCRIPTION:** This project will provide a series of short Distance Education programs, identifying products, their advantages and disadvantages, their costs, and the vending sources for purchasing them. Products that would be covered would include, but not be limited to, accessible picnic tables, cooking grills, porta-toilets, portable ramps, chairlifts, trail surfacing materials, and all-terrain wheelchairs.

**CORE COMPETENCIES:** Laws, Rules, and Regulations Pertaining to Accessibility, Resources for Access

**FUNDING:** Servicewide Career Field Account

**EVENT COORDINATOR:** Gary Robb, National Center on Accessibility, 765-349-9240





**EVENT TITLE:** Special Park Uses Annual Updates

**TARGET AUDIENCE:** Superintendents and Regional Special Park Uses coordinators

**DATE:** TBD

**LOCATION:** TBD

**EVENT DESCRIPTION:** This is an eight-hour workshop for Superintendents and Regional Special Park Use Coordinators. It is designed to provide the participants with the skills they need when dealing with any emergent or highly political issue concerning Special Park Uses. The existing teams of SPU trainers will present one-day sessions in each region.

**CORE COMPETENCIES:** Basic Authorities and Procedures, Application of DO-53, Recreational Uses, Agricultural Use, Occupancy, Commercial Film Use, Special Events, NEPA Compliance

**FUNDING:** Servicewide Career Field Account for Tuition; Benefiting account for travel

**EVENT COORDINATOR:** Mary Robinson, Acting Training Manager, Visitor Use Management, Stephen T. Mather Training Center, 304-535-6732

*Nomination forms for Servicewide training are submitted through your Regional Employee Development Office. When submitting more than one nomination from a park/office, please indicate priorities.*

*The Training Manager or the course coordinator will make selections and notify participants who are selected to attend a Servicewide training event. Regional Employee Development Offices will notify non-selects.*

*For additional details on Servicewide training announcements and core competencies or to access the NPS Career Planning and Tracking Kit, go to the Learning Place Website at <http://www.nps.gov/training>, or contact the Training Manager assigned to your career field.*

**EVENT TITLE:** New Dimensions in Accessibility Training-Learning from your Desktop Computer via Video Streaming Technology

**TARGET AUDIENCE:** Managers, Accessibility Coordinators, and other park employees responsible for planning for universal access for visitors to programs and facilities.

**DATE:** Fall 2002

**LOCATION:** Selected sites around the country

**EVENT DESCRIPTION:** New outdoor recreation accessibility standards have recently been introduced and their complexity requires a solid understanding of both general accessibility standards and how they apply to outdoor environments. New streaming video technology will allow the NCA to expand on its current Internet-based training modules, bringing real-life video examples of how to make trails, campgrounds, picnic areas, and beaches accessible to people with disabilities.

**CORE COMPETENCIES:** Accessibility, Visitor Studies, Recreation Management, Campground Management, Program Management

**FUNDING:** Servicewide Career Field Account

**EVENT COORDINATOR:** Gary Robb, National Center on Accessibility, 765-349-9240

**EVENT TITLE:** Bevinetto Congressional Fellowship

The Bevinetto Congressional Fellowship was established in 1988, in an amendment to the FY 89 Interior Appropriations Bill. The purpose of the Fellowship is "to improve mutual understanding and cooperation between Service employees, and Members and Committees of Congress."

The fellowship honors Tony Bevinetto who was a professional staff member of the Senate Energy and Natural Resources Committee from 1979 to 1988. Prior to his work on the Hill, Mr. Bevinetto worked for the National Park Service in a number of positions, including Assistant Superintendent of Grand Teton National Park.

The Bevinetto Congressional Fellowship is a two-year developmental program. The first year is spent on Capitol Hill working on the staff of the U.S. Senate's Committee on Energy and Natural Resources, Subcommittee on Parks, Historic Preservation and Recreation. Duties include drafting legislation and amendments, writing committee reports, staffing constituent meetings and serving as a resource during hearings and markups. In the second year, the Bevinetto Fellow works as a legislative affairs specialist in the Office of Legislative Affairs, WASO. The Fellow works directly with the Directorate, the Department, OMB, WASO Program Managers, as well as Region, park and Congressional staff park on the NPS legislative agenda.

The Bevinetto Congressional Fellowship is announced annually in summer. The announcement appears on USAJobs as a vacancy announcement for a Legislative Affairs Specialist GS-12/13.



**EVENT TITLE:** Senior Executive Service Candidate Development Program (SESCDP)

The SESCO, offered by the Department of the Interior University's Leadership Institute, is designed to develop future candidates for the Senior Executive Service. The 12-month program includes formal courses and seminars, as well as four months of developmental assignments. The program focuses on the development of the five Executive Core Qualifications: leading change; leading people; results driven; business acumen; building coalitions/communications.

GS-14s and GS-15s are eligible to compete for the program. The program is announced on USAJobs on an as-needed basis.

**EVENT TITLE:** Advanced Studies Fellowships

The Advanced Studies Fellowships, sponsored by the National Park Foundation, were created to support NPS employees in their pursuit of graduate education in their field of expertise. Full-time and part-time employees who have been accepted into a course of study at an accredited educational institution, and who have three years of permanent employment with the NPS at the time they apply, are eligible to compete for the fellowships. In 2002, two fellowships of \$2250 each were awarded. The fellowships are announced in February on the NPS Learning Place Website.

*Nomination forms for Servicewide training are submitted through your Regional Employee Development Office. When submitting more than one nomination from a park/office, please indicate priorities.*

*The Training Manager or the course coordinator will make selections and notify participants who are selected to attend a Servicewide training event. Regional Employee Development Offices will notify non-selects.*

*For additional details on Servicewide training announcements and core competencies or to access the NPS Career Planning and Tracking Kit, go to the Learning Place Website at <http://www.nps.gov/training>, or contact the Training Manager assigned to your career field.*

**GRADUATE SCHOOL  
USDA LEADERSHIP  
DEVELOPMENT ACADEMY  
2003 COURSE SCHEDULE****EVENT TITLE:** Aspiring Leader Program

The Aspiring Leader Program prepares federal employees at the GS 5-7 levels for positions as team leaders, supervisors, and managers. The program strengthens basic competencies in managerial skills.

The Aspiring Leader Program is structured around three, 5-day residential seminars. Each seminar includes a daily classroom schedule and several mandatory evening sessions. In addition, the program contains several developmental work assignments to be completed outside the classroom.

The Aspiring Leader Program is designed around classroom learning and self-study assignments to allow you to tailor the program to specifically fit your developmental needs.

**CONTACT:** Delores Stuckey,  
Program Director, 202-314-3580

**TUITION:** \$2,295.00

**APPLICATION FORMS:** Available on website ([www.grad.usda.gov](http://www.grad.usda.gov))

**NOMINATION DEADLINE:** February 2003 (actual date TBD)

**EVENT TITLE:** New Leader Program

The New Leader Program (NLP) is a six-month leadership development program designed to develop future public service leaders by providing assessment, experiential learning, and individual development opportunities. The program develops future public service leaders by providing a solid training and development foundation of leadership skills and team building, which are enhanced by agency developmental experiences.

The program is open to public service employees at the GS 7-11 levels who have recently entered leadership positions or have a high potential for leadership. These positions often include first-line supervisors, team leaders, project managers, administrative support, and members of self-directed work teams. The New Leader Program is for participants who wish to develop, enhance, or improve their leadership skills. Individuals should be nominated for this program based on their potential and motivation to complete all requirements and participate fully in all components of this intensive six-month program.

**CONTACT:** Kimberly Robinson,  
Program Director, 202-314-3580

**TUITION:** \$ 2,295.00

**APPLICATION FORMS:** Available on website ([www.grad.usda.gov](http://www.grad.usda.gov))

**NOMINATION DEADLINE:** March 2003 (actual date TBD)

**EVENT TITLE:** Executive Leadership for Mid-Level Employees

The Executive Leadership Program for Mid-Level Employees (ELP) is a 12-month nationwide program open to both men and women at the GS 11-13 levels who have little or no supervisory experience. ELP provides residential training, developmental work experiences, needs assessment and career planning, which gives participants the skills, experience and exposure to move into positions of more responsibility.

The Executive Leadership Program for Mid-Level Employees (ELP) is a 12-month nationwide program open to both men and women at the GS 11-13 levels who have little or no supervisory experience. ELP provides residential training, developmental work experiences, needs assessment and career planning, which gives participants the skills, experience and exposure to move into positions of more responsibility.

**CONTACT:** Debra Eddington,  
Program Director, 202-314-3580

**TUITION:** \$3,650.00

**APPLICATION FORMS:** Available on website ([www.grad.usda.gov](http://www.grad.usda.gov))

**NOMINATION DEADLINE:** July 2003  
(actual date TBD)

**EVENT TITLE:** Executive Potential Program

The Executive Potential Program is a year-long competency-based leadership program designed to develop senior-level public service employees into more effective leaders. The Program is based on the Office of Personnel Management's Executive Core Qualifications (ECQs) and the Graduate School, USDA's Leadership Effectiveness Inventory (LEI).

The program is open to any full-time, permanent public service employee or contract employee at the GS13-15 or equivalent level who has demonstrated significant leadership potential. Acceptance is based on the Graduate School's review of organization nomination packages.

**CONTACT:** Norman Riggins,  
Program Director, 202-314-3580

**TUITION:** \$4,900.00

**APPLICATION FORMS:** Available on website ([www.grad.usda.gov](http://www.grad.usda.gov))

**NOMINATION DEADLINE:** January 10, 2003 – currently accepting nominations

**ORIENTATION WEEK:** March 30-April 4, 2003

U.S. DEPARTMENT OF THE  
INTERIOR UNIVERSITY  
LEADERSHIP INSTITUTE  
2003 COURSE SCHEDULE

**EVENT TITLE:** Team Leadership Program

The Team Leadership Program is a management development program, only for U. S. Department of the Interior (DOI) employees in grades GS 11 - 14 and equivalent grades in other pay plans.

**CONTACT:** Chris Mattis,  
Program Director, 202-208-3617

**TUITION:** Paid for through the DOI Capital Working Fund (excludes transportation, lodging and per diem)

**APPLICATION FORMS:** Available on website ([www.doi.gov/training/tlp.html](http://www.doi.gov/training/tlp.html))

**NOMINATION DEADLINE:** TBD



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Vacant, Superintendent  
P. O. Box 477  
Grand Canyon, AZ 86023  
Phone: (928) 638-7989  
Fax: (928) 638-2953  
<http://www.nps.gov/training/hoal.htm>

**Capital Training Center**

Sam Fontaine, Superintendent  
1849 C Street, NW, Room 7512  
Washington, DC 20240  
Phone: (202) 501-8904  
Fax: (202) 501-8902  
<http://www.nps.gov/training/capctr.htm>

**NPS/Federal Law Enforcement Training Center**

Paul Henry, Superintendent  
Bldg. 64, Room 213  
Glynco, GA 31524  
Phone: (912) 267-2795  
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<http://www.treas.gov/fletc/index.htm>

**Historic Preservation Training Center**

Tom McGrath, Superintendent  
4801-A Urbana Pike  
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<http://www.nps.gov/training/HPTC/HPTC.html>

**Stephen T. Mather Training Center**

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